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CENTRAL COMMITTEE ON WOMEN'S EMPLOYMENT.

INTERIM REPORT

OF THE

CENTRAL COMMITTEE

ON

WOMEN'S EMPLOYMENT.

Presented to both Houses of Parliament by Command of His Majesty.

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MINUTE OF APPOINTMENT.

I appoint—

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Mrs. H. J. TENNANT (*Hon. Treasurer*),
Miss MARY R. MACARTHUR (*Hon. Secretary*),
Lady ASKWITH,
Miss MARGARET G. BONDFIELD,
Mrs. GASSON,
Miss R. E. LAWRENCE,
Miss SUSAN LAWRENCE, L.C.C.,
Miss VIOLET MARKHAM,
Lady MIDLETON,
The Hon. LILY MONTAGU, and
Dr. MARION PHILLIPS,

to be a Standing Committee to consider, and from time to time report upon, schemes for the provision of work for women and girls unemployed on account of the war.

(Signed) HERBERT SAMUEL.

20th August 1914.

Mrs. AUSTEN CHAMBERLAIN and
The Hon. Mrs. ALFRED LYTTELTON

were afterwards added to the Committee.

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CENTRAL COMMITTEE ON WOMEN'S EMPLOYMENT.

INTERIM REPORT.

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Central Committee on Women's Employment,
8, Grosvenor Place, S.W.

To the Right Hon. HERBERT SAMUEL, M.P.

SIR,

THE Committee appointed by your Minute of 20th August 1914 "to consider, and from time to time report upon, schemes for the provision of work "for women and girls unemployed on account of the war," have the honour to present you with the following interim report.

1. The Committee were appointed with the approval of Her Majesty the Queen, who inaugurated the Queen's "Work for Women" Fund,* which forms, technically, a part of the National Relief Fund†, but is earmarked for schemes of employment for women who have lost work as a result of the war. These schemes are devised and administered, or approved and supervised, by this Committee, with the approval of the Government Committee on the Prevention and Relief of Distress.‡

2. The personal interest which Her Majesty the Queen has graciously taken throughout in the many activities of the Committee has given a great stimulus to the work.

3. In accordance with the minute quoted above, the Committee have from time to time made recommendations to the Government Committee on the Prevention and Relief of Distress both upon general questions of policy in connection with the relief of women's unemployment and also upon particular schemes that have been submitted to them.

4. The main executive functions of the Committee may be classified as follows :—

I.—*Employment of Women under Economic Conditions.*

(*a*) To assist the proper distribution of work available for women in normal industry and to facilitate the provision of alternative employment (not entailing loss of skill) for skilled women workers displaced owing to the war.

(*b*) To promote new openings for permanent employment under economic conditions.

II.—*Relief Work.*

(*a*) To lay down the lines on which the Central Committee would be prepared to approve schemes for the provision of work for women unemployed owing to the war, submitted by Local Representative Committees, and to be administered by them.

(*b*) To consider actual schemes submitted for approval by Local Representative Committees, and, after approval, to supervise their administration.

(*c*) To promote and administer experimental schemes, approved by the Government Committee, under which work is provided for women displaced owing to the war.

It will be convenient to follow the above division of duties in describing the work actually done by the Central Committee during the period covered by this report.

I.—EMPLOYMENT OF WOMEN UNDER ECONOMIC CONDITIONS.

(a) *Work of the Committee in assisting the proper distribution of work available for women in ordinary industry, and in providing alternative employment for skilled women workers displaced owing to the war.*

5. Throughout their operations the Committee have realised that it is better that workers should be self-maintaining than dependent upon relief even when that relief is given in the form of work. This consideration is of especial importance in regard

* Collected by the Queen's Collecting Committee; Honorary Secretary, Lady Roxburgh, 33, Portland Place, W.

† Secretary, L. G. Brock, Esq., 3, Queen Anne's Gate, S.W.

‡ Secretary, A. V. Symonds, Esq., Local Government Board, Whitehall, S.W.

to unemployment due to the war, for the effect of war may be less to diminish the net demand for labour than to shift the demand into new channels. Thus, in the dislocation of industry which led to the appointment of the Committee, the unprecedented slackness in one trade or a part of it co-existed with almost equivalent overpressure in other parts of it or in other trades, the resultant problem being ultimately one of the adaptation as far as possible of unemployed firms and workers to new and imperious national needs.

6. The Committee, in these circumstances, considered it to be their duty to use such opportunities as were given to them to increase the number of firms and workers participating in the supply of Government requirements, and for this purpose they created a special Contracts Department, under the direction of Mr. J. J. Mallon. They have thus been enabled—

(1) To advise in regard to the placing of contracts and orders so that unemployment may be prevented or minimised.

(2) With the same object in view, to undertake orders for certain articles from Government and other sources, such orders being carried out—

(*a*) by firms adversely affected by the war.

(*b*) in workrooms organised by the Committee on a self-supporting basis.

7. The early efforts of the Committee in regard to the lessening of unemployment among makers of men's clothing had an interesting and useful outcome. It was found that relatively few wholesale clothing firms were accustomed to manufacture military garments, and that other such firms were hampered in attempting to do so by the technical difficulties presented by the existing models of Army Service Dress.

At an interview which was readily granted by the War Office authorities, certain modifications of these models were suggested and were immediately approved. The changes removed the difficulty in manufacturing to which attention has been called, and thereafter full employment in the tailoring trade has coincided with a greatly improved supply of Army clothing.

Assisting Firms unused to Government Work to undertake War Office Contracts.

In the shirtmaking trade no similar simplification of existing types of garment was necessary to enable manufacturers in general to undertake Government orders, but nevertheless at the beginning of the war much unemployment was experienced in the trade. Here, the function of the Committee, acting on reports from the Intelligence Department of the Local Government Board, or on information forwarded by local authorities, was to advise firms requiring work to apply to the War Office for a contract, or alternatively application was made on the firm's behalf.

One typical instance of such action may be quoted. A letter received in September from the Wiltshire County Council drew attention to the unemployment of certain shirt workers in the county, and on inquiry it appeared that other workers engaged in the London factories of the same firm were also without work. The firm was thereupon interviewed, and being found capable of executing Government orders on a considerable scale, was brought to the notice of the War Office, on whose contracts their workers, both in London and in the provinces, have since been continuously engaged.

As to the supply of khaki cloth, blankets, and various kinds of hosiery, similar action was taken.

8. In regard to the trade last named, that of hosiery, the scope of the work was much extended by the action of Her Majesty the Queen, who entrusted the Committee with the purchase of woollen belts to form part of the "Queen's Gift to the Troops." In executing the command of Her Majesty, the Committee were able to place orders for wool with spinners whose staffs were only partially occupied, and in the actual making of the belts to provide employment for the workers of other firms similarly situated, and for a considerable number of women in Kidderminster, Belfast, Stroud, and elsewhere who were already out of work. The yarn was largely obtained from firms previously engaged in the production of yarn for carpets, and assistance was thus given to an industry which suffered severely on the outbreak of war. Altogether, 75,000 woollen body belts were provided by the Committee.

9. An interesting example of cases in which Her Majesty's order was made the medium of the provision of employment was that of a London dressmaker whose business, employing upwards of 100 women, was brought to a standstill by the war. On learning of the action of the Queen, the dressmaker in question asked leave to tender to supply a number of the belts, and on the acceptance of her tender proceeded to purchase the required wool and machinery and to train her staff to a new occupation. The contract entrusted to her, amounting to 1,500*l.*, was carried out to the satisfaction of the Committee, while the experience gained by the dressmaker has since enabled her to tender successfully for Army contracts for hosiery, on which all her workers are now fully employed.

Work undertaken by the Committee direct and through Trade Workshops.

10. The functions so far described do not include the assumption of any trading responsibilities. At an early stage of the work, however, such responsibilities had to be assumed and the discharge of them has since formed the main business of the Department.

For this development the motive was supplied by the effect of the war on numbers of firms engaged in the dressmaking and needlework trades, to whom in early August orders ceased to be given, and who, unless assisted, must have dispensed with some or all of their employees or even have entirely relinquished their businesses. Firms of this kind applying for help to the Committee were in general too small and possessed too little equipment and experience to tender to the War Office for the supply of garments with the manufacture of which they were unfamiliar. It was clearly a condition of their obtaining such work that a central body should act on their behalf with the authority placing contracts, and should further assist them by supplying expert advice, paying promptly for work done, and undertaking such services and such processes of manufacture, as the firms were unable economically to perform for themselves. Accordingly, the Committee applied for and obtained the following among other orders:—

(*a*) 20,000 cut out Army grey shirts to be made up.

(*b*) As from October, when the above-mentioned contract expired, 10,000 similar shirts per week. The Committee in this case became responsible for the cutting as well as the making of the shirts.

(*c*) 105,000 flannel body belts for the French and British Armies. The order for these was obtained from Cook and Son, through Sir George Pragnell.

(*d*) 2,000,000 pairs of Army grey socks.

In regard to these orders, it is necessary to emphasise that:—

(1) The work is only undertaken where the ordinary trade is fully employed.

(2) The work is undertaken at trade prices and is self-maintaining. Advances made from the National Relief Fund in connection with certain contracts are merely working capital which at the completion of the contract will be returned in full.

(3) The conditions as to the remuneration of workers have been (since October last) those usual in women's trades, that is to say, payment is mainly by piece, and the limits as to weekly earnings which apply in the Relief Workrooms are not observed.

11. The following observations on the contracts may be made:—

(*a*) 20,000 *Cut-out Shirts.*

These shirts with all the accessories were received from the Royal Army Clothing Department already cut out. They were distributed to some 64 firms, with employees varying in number from 2 or 3 to 100, the functions of the Committee being to distribute, collect, examine, and return them made up to the Royal Army Clothing Department.

The firms employed on this contract were without any previous experience of shirtmaking and their work was correspondingly faulty, as many as 50 per cent. of the shirts made by certain of the firms at the outset requiring correction. Under the guidance of the practical persons employed by the Committee the standard of work made steady and rapid improvement.

(*b*) 10,000 *Shirts a week.*

12. In October the Royal Army Clothing Department were no longer able to continue the cutting out arrangements. The Committee thereupon tendered to supply shirts for which the flannel would be supplied at fixed prices by the Royal Army Clothing Department. The tender of the Committee was accepted and a contract placed with them to make Army shirts at the rate of 10,000 a week. The execution of this contract entailed the opening of a shirt-cutting workroom and the engagement of a staff of experienced cutters, the Committee in this connection being indebted to the Shirt and Jacket Cutters' Union, who kindly allowed their general Secretary to become foreman cutter and supplied certain of their members to work under him. Additional unemployed girls were engaged in connection with the packing of the cut-out shirts, which were then despatched to the dressmaking and similar establishments where they were to be made up.

The Committee took the opportunity created by the new contract to re-arrange the conditions under which the shirts were manufactured, and the firms concerned having gained experience, the system of paying their workers by time rate was discontinued. Instead, a fixed price, of which not less than a prescribed amount had to be retained by the operative, was paid in respect of each shirt. Responsibility under these new conditions was placed upon the several firms for defective shirts, and, in general, relations between them and the Committee were put on a normal business basis.

The rates of earnings on shirt making in these workshops vary greatly in accordance with the equipment and previous experience of each. Where the employees are accustomed to rapid production either by power or treadle machine the wages earned on the Committee's work have been satisfactory, having regard to the novelty of the work to those engaged in it, but have been less so in high-class establishments accustomed to manufacture expensive garments by hand. With a view to helping such special workrooms it has been found possible to relieve them of the button-holing of the shirts, on which they were found to spend a disproportionate time, and this process is now executed on special button-holing machines at the Central Contract workroom, at 138, Piccadilly.

In regard to the making of shirts and to the contracts of the Committee in general, importance must be assigned to the part played by the workroom just mentioned, which since August last has been under the direct control of the Committee. Here the number of workers employed has varied between 40 and 60, but as many women after a short period of training have been able to find employment in shirt-making and similar factories, the number passed through the workroom has greatly exceeded these figures.

This workroom has served as a ground for the carrying out of tests and experiments which have been of very great value to all the workrooms concerned, and have led to a progressive improvement in the quality of work and in rapidity of production. The increase in the efficiency of the workroom may be illustrated by comparative figures; at the beginning of the work 59 workers were producing at the rate of less than 800 shirts per week. In January 44 workers produced at the rate of 1,400 shirts a week. In the first period the rate of earnings only slightly exceeded that paid in the relief workrooms of the Committee. In the meantime it has steadily risen, and at the end of January the average wage earned in a week of 47 hours by 44 workers exceeded 1*l.*

That the Committee have been able to work up to the Army standard is shown by the fact that the rejections have been on the average barely 1 per cent.

(*c*) 105,000 *Flannel Belts.*

13. For this order the material was supplied by Messrs. Cook and Son, St. Paul's Churchyard, and the part of the Committee was to cut out the flannel, deliver it to the various workshops, examine the work done, and return the completed belts. This order proved especially simple in execution, and was undertaken eagerly by firms engaged in any kind of needlework. The price received permitted satisfactory prices to be paid to the sub-contractors of the Committee, whose employees accordingly earned wages of considerable amount.

(*d*) 2,000,000 *Pairs of Army Grey Socks.*

14. The special object of this contract was to provide employment for the employees of dressmaking firms, particularly of those engaged in the most expensive trade. The exceptional depression in this trade corresponded with the difficulty in relieving

it, for the avocations of the women concerned are carried on without the help of mechanical appliances, and are, therefore, different from those of others for whom the contracts already mentioned afforded suitable temporary employment. The experiment made by the dressmaking firm already mentioned, in the manufacture of woollen body belts, suggested that woollen garments of simple character could, when ordered in considerable quantities, be produced by such firms at market prices. Inquiry was forthwith made, and as it appeared that the requirements of the War Office as to Army socks were greatly in excess of the supply, a meeting of the heads of West End dressmaking firms was convened, at which a resolution was passed asking the Committee to tender to make Army socks with a view to finding work for dressmaking employees.

A tender to supply 2,000,000 pairs of socks was thereupon forwarded to the War Office and subsequently accepted. The Committee are still in the preliminary stages of this contract, which will be operated as follows:—The work will be distributed among the various firms applying, according to the number of workers for whom employment is needed and to the general suitability of the firms for the work. The Committee will provide an equivalent number of hand-knitting machines on loan, the cost of which will be met by deduction from the price to be paid for the making of the socks. In all it is hoped on this contract to provide employment for some 800 women until September next, the date fixed for the completion of the contract.

15. Up to the 23rd January the total amount of money distributed by the Committee in this department was 12,596*l.* 6*s.* 4*d.* The resultant output was 92,300 shirts, 105,576 belts, and a small quantity of special goods made up to the order of private individuals. Practically the whole of the 12,596*l.* 6*s.* 4*d.* represents payment for labour, either in the form of workers' wages, skilled supervision or management, and was distributed among some 200 different firms.

(b) *Promotion of New Openings for Permanent Employment.*

16. The Committee's desire to keep women as far as possible in employment under normal economic conditions, led them to give consideration to the possibility of promoting new trades. At the outbreak of the war the idea was widely prevalent that the mere fact of some article having been customarily imported from Germany, made the transference of its production to Great Britain a simple matter. Attempts to start new enterprises on unsound lines are invariably dangerous, and at abnormal times they may cause serious mischief, by temporarily diverting custom from usual channels, and thus accentuating the dislocation of industry. The Committee have therefore discouraged misdirected efforts of this kind, or have helped to guide them on to better lines. It has been especially necessary to emphasise the importance of avoiding any use of relief funds in competition with existing industrial concerns. Any financial help given by the Committee to schemes for starting new trades has only taken the form of advancing money for the payment of wages for a limited period, to be repaid out of any profits that might accrue, and with the assurance that the scheme was to be managed by experienced persons on sound commercial lines. Advice has been given, however, in many cases where financial aid was not sought. Inquiries made by the Committee from the Board of Trade and other sources in this connection have been directed to such points as (*a*) the extent to which a trade is already carried on in this country; (*b*) the amount of imports, the countries from which the articles were imported, and the means of obtaining the raw material; (*c*) the ease with which workers can be transferred from their former trades to the new trade; (*d*) the extent to which the country formerly manufacturing the articles exported them to other countries, especially to British dependencies; (*e*) the possibility of developing new branches of an existing trade for the purpose of making articles of a different kind from those now on the market; (*f*) the extent to which experienced workers in the trade would be necessary to teach others; (*g*) the class of workers who could most easily be trained; (*h*) the possibilities of a trade as regards wages and conditions in general from the workers' point of view.

17. The trades which the Committee have had or now have under review include various branches of the toy-making trade (stuffed toys, wooden toys, the making of china dolls' heads and dolls' trunks, &c.), and the making of artificial flowers, baskets, bon-bon bags, boot polish, brushes, crochet buttons, fireless cookers, gloves, Japanese cot quilts, hair nets, memorial wreaths, nets, polished wood fancy articles, potash (from

seaweed), rugs (of a kind previously made in Austria), slippers, stockinette knickerbockers, surgical bandages, tapestry, and tinsel scourers, and also gold-beating, the weaving of willow and rush for mats, chairs and baskets, and the cottage weaving industry. The Committee have also considered plans for extending women's employment in agricultural enterprises, including intensive poultry farming and schemes for fruit-growing, vegetable-preserving and drying.

18. While the work of the Committee in regard to new trades has been mainly that of investigation and advice, two small schemes have been partly financed on their recommendation. The first of these was a fruit-preserving and pulping factory established at Studley College. This scheme was promoted by the Board of Agriculture and aided by the Development Commission, and an advance in respect of wages for an initial period was made. The second scheme is an experiment in the employment of working girls on the land, which has been started at Radlett. Here again the Committee's responsibility consists merely in the payment of wages, and the value of the work done will be repaid. The girls have proved very adaptable, and the experiment seems likely to become permanent. Statistical details will be found in the Appendix (p. 41).

II.—Relief Work.

(a) *Work of the Committee in laying down Principles for the organisation of Schemes of Work and Training.*

19. In approving schemes of employment for women, the Committee have acted on the principle that use should, where possible, be made of the local machinery established last August for the purpose of relieving distress due to the war. The Local Representative Committees for the Prevention and Relief of Distress are the official authorities for this purpose. The Central Committee consequently adopted the rule that the organisation and management of special relief workrooms must be vested in a special sub-committee known as the women's employment sub-committee of the Local Representative Committee. This rule caused some disappointment to the promoters of certain private charities who hoped to procure grants. Such bodies were, however, able in some cases to arrange for the Local Representative Committees to take over their workrooms and adapt them to the lines prescribed by the Central Committee. Other organisations, which had opened workrooms only as an emergency measure in the first weeks of the war, closed them as soon as approved workrooms were opened in their districts. The Central Committee were careful to ensure that the women's employment sub-committees should be duly appointed by, and responsible to, their Local Representative Committees. Returns of the names and qualifications of the members of all such sub-committees were required in order that the Central Committee might be satisfied as to their representative character. The Central Committee have taken care that these sub-committees should include suitable representation of working-class women's organisations.

20. In deciding what types of employment should be permitted in relief workrooms, the Central Committee were guided by two main principles. In the first place, the product of that employment must not compete in any way with ordinary industry. In the second place, the work must be of such a nature as to maintain and, if possible, improve the efficiency of the women employed.

21. The first point concerns the method of distributing the output of the workroom, rather than the nature of the work. The necessity of avoiding competition, direct or indirect, with normal trade was found not to be fully appreciated by local committees. It has, consequently, been necessary for the Central Committee to lay stress not only on the fact that the articles made should not be offered for sale, but also that they should not even be distributed free to persons with purchasing power. Difficulty has been experienced in enforcing this principle, chiefly owing to the desire of the local committees to make articles for the troops.

22. With regard to the second principle, namely, that the work must have an educational value, the Central Committee have endeavoured to impress this rule upon the attention of Local Representative Committees, and they believe it is being generally followed. Thus, apart from recommending definite courses of training, the Central Committee have insisted that the "object of combining relief with schemes of work is

" not merely to avoid the dangers which attend relief through doles. It is also to " afford an opportunity of maintaining or definitely increasing the efficiency of the " girls and women concerned," and that " work . . . . which will tend to develop " ingenuity and a certain amount of taste . . . . is preferable to a merely mechanical " production of stock articles ; and especially with the work of teachable women it is " worth while to be content with a smaller number of finished articles if the women " can be induced to take a pride in their work." Thus the difference between the two types of scheme referred to as " workroom " and " training " schemes respectively is merely one of degree. The training given in a training centre is more elaborate and usually carried on with the co-operation of the Local Education Authority. But the element of training is also an essential part of a workroom scheme.

The subjects recommended by the Central Committee for the purpose of definite courses of training are either domestic economy (cooking, home laundry work, making over and mending clothes, &c.) or skilled trades. These training schemes have likewise to be organised through a sub-committee of the Local Representative Committee. In recommending the establishment of such schemes, the Committee have urged that the co-operation and advice of Education Authorities should be procured, as far as possible. This applies especially to arrangements for providing instruction with maintenance for girls under 16. The Committee have issued in their Circular W.E.R. 4 detailed advice as regards the establishment of training schemes. In promoting these schemes they have received valuable assistance from the Board of Education, which distributed this circular to Local Education Authorities, and requested their co-operation.

23. The local women's employment sub-committee are responsible for the selection of workers and their removal, where necessary, from the workroom. The Central Committee have drawn the attention of these sub-committees to the necessity of excluding all those applicants who have not themselves lost employment as a result of the war. It is clearly desirable that women, not being themselves wage earners, who are in distress on account of the unemployment of their husbands or from other causes, should receive relief in a different way. The Committee decided further that girls under 16 should be excluded from the ordinary relief workrooms and dealt with in separate schemes for providing education with maintenance. Without laying down any precise rule on the subject, the Central Committee have given general guidance to local sub-committees as regards the principles to be followed in making a selection from a number of eligible applicants.

24. The rate of wages to be paid in the workrooms was the subject of much anxious consideration by the Committee. As considerable misapprehension seems to exist with regard to the minimum rate of *3d.* an hour originally fixed in August by the Central Committee, it may be well to explain the reasons for the adoption of this amount in some detail.

25. It should in the first place be clearly understood that this rate applies only to training schemes and relief work, and has no direct relation to ordinary industry. In their efforts to steady industry by endeavouring to secure a fairer distribution of such work as was available, and by adapting workers in depressed trades for employment in busier trades, as well as in considering experiments for the development of new trades which may become sources of permanent employment, the Committee have always had before them the desirability of securing a standard rate of payment. The wages paid, for instance, in the Contract workroom established on a self-supporting basis for reasons explained in another section of the report, compare favourably with those paid by the best employers in the trade ; and all the direct employees of the Committee, such as clerks, forewomen and charwomen, working in connection with the relief workrooms, are paid at standard rates, the charwomen in London receiving the trade union rate of *5d.* an hour as recognised by the London County Council.

26. In determining the minimum rate for relief work the Committee did not intend to imply any expression of opinion as to what should or should not be regarded as a fair rate in ordinary economic undertakings. But it was necessary to have some regard to the rate normally paid to the majority of women with whom it would be necessary to deal. It was felt undesirable to fix wages either so high as to attract from ordinary employment, or else so low as to fall below the barest subsistence level. The Committee had the difficult task of striking a fair mean between these two extremes. Many women workers are normally in receipt of wages below subsistence

level, and in many trades a lower minimum than 3*d.* an hour is paid. In other trades the recognised hourly rate is more than double this amount.

27. Due consideration was also given to the minimum rates laid down by the various trade boards. None of these rates apply to any of the work done in relief workrooms, but they may be taken roughly as an indication of the lines below which in the public interest wages under any circumstances should not be allowed to drop. In two small localised trades minimum rates of $2\frac{3}{4}d.$ an hour have been fixed, but the lowest minimum so far determined by a trade board for a trade of any magnitude has been 3*d.* which was fixed in the case of the paper box trade board, and has also been proposed as a minimum for the food-preserving and sugar confectionery trade. In the skilled trade of men's tailoring it is proposed to revise the original rate of $3\frac{1}{4}d.$ for women, and $3\frac{1}{2}d.$ has been fixed by the shirt-making board.

28. In consideration of these facts 3*d.* an hour was fixed as the minimum rate for women over 18. The working week was limited to a maximum of 40 hours, and 10*s.* a week was fixed as the maximum relief allowed in the form of maintenance or wages. This maximum, in the view of the Committee, represented a bare subsistence wage, including a minimum of food, fuel and shelter, but excluding any provision for clothing, fares, insurance or other expenses, and leaving no margin for any emergencies.

29. Where a local committee desire either to pay a higher hourly rate than 3*d.* or a lower weekly amount than 10*s.*, the hours must be proportionately reduced. In no circumstances can the hourly rate be lowered. Where a woman has dependants the maximum can, of course, be supplemented by the Local Representative Committee in accordance with the typical scale of relief. Girls between 16 and 18 years of age do not receive wages, except where they are already skilled workers in a recognised trade, but are paid a maintenance allowance, usually 1*s.* a day with meals. In the case of girls under 16 the maintenance allowance is fixed at 4*s.* a week with meals. Since a considerable part of the industrial dislocation caused by the war takes the form of short time, provision was made for such cases by allowing part time employment in a workroom in order to bring the weekly earnings up to 10*s.*; but as a precaution against the obvious dangers of subsiding commercial employment, the local committees were required to see that the rate of wages paid in the normal work places had not been reduced. Supplemental employment in a relief workroom can, therefore, only be given to workers who, although on part time employment, are receiving not less than pre-war hourly or piece work rates.

In view of the increase in the cost of living which has taken place since the maximum of 10*s.* was fixed, it has been raised to 11*s.* 6*d.*

30. Difficult questions have arisen as regards measures to ensure that the workers in a relief workroom shall return at the earliest possible moment to ordinary employment. The first step is to see that all workers register every week at the Labour Exchange. Local committees have, however, been advised that no worker should be prejudiced by refusal to accept work of an unsuitable character or at an inadequate rate of wages.

31. In the workrooms approved or administered by the Central Committee the standards of the Factory Act are observed, and the workrooms are inspected by H.M. Inspectors of Factories. In this connection, the Committee wish to express their deep sense of gratitude for the help given in many directions by the Principal Lady Inspector of Factories and her staff.

32. Considerable variety of method is to be found in the schemes described in this Report. This leads to some difficulty in classification. For instance, in some cases the Central Committee's executive officers have given personal attention to the organisation of schemes to be eventually controlled by local committees. In one case the Central Committee have started a training centre in connection with a workroom administered by the Local Representative Committee, and again in other instances women from neighbouring workrooms of different types will attend the same classes in London County Council technical institutes. With these reservations, however, it is convenient to consider in separate sections those schemes which are managed by Local Representative Committees* and those controlled directly by the Central Committee.

* For the sake of brevity the workrooms directly administered by the Central Committee are referred to in the Report as "experimental workrooms," and those administered by Local Representative Committees as "mayoral workrooms."

(b) *Consideration, Approval and Supervision of Schemes submitted by Local Representative Committees.*

Workrooms and Training Centres for Workers over 16.

33. As soon as the Central Committee receive from a Local Representative Committee a proposal for the opening of a workroom, they notify the fact to the Government Committee on the Prevention and Relief of Distress, with whom the decision rests as to whether the needs of the district justify this form of relief. The need for a workroom being established, the scheme is then worked out in detail by means of correspondence between the Local Representative Committee and the Central Committee. The appointment of a representative women's employment sub-committee is the first point about which the Committee require to satisfy themselves. The particular circumstances of any given locality, the normal conditions of employment, rates of wages, hours, &c., are all matters which may call for special consideration. The task of bringing the proposals as first submitted into conformity with the principles laid down by the Central Committee is often a lengthy one, frequently involving considerable correspondence and many personal interviews. When all is in order, the scheme is formally approved by the Central Committee and submitted to the Government Committee who, if satisfied that the need for the workroom exists, recommend the Executive Committee of the National Relief Fund to make a grant.

34. Generally speaking, the schemes submitted are of the ordinary sewing-room type, but some local committees have shown considerable initiative, intelligence and resource in introducing variety into the work undertaken and encouraging a high standard among the workers. The making over and adaptation of clothes has given considerable scope for taste and ingenuity, and the marked improvement among girls and women, obviously unskilled as needlewomen, has frequently been an encouraging feature of the work. It has been demonstrated that under sympathetic management the stereotyped and somewhat depressing features of the relief workroom may be entirely avoided and a wholesome and stimulating atmosphere maintained.

35. In some areas training schemes on lines similar to those described in the previous section have been started with the co-operation of the Local Education Authority. In others, Home Help schemes are in operation. Even where no definitely educational work is attempted, it is frequently the case that a small domestic economy scheme is attached to the workroom, thus serving the double purpose of providing cookery training for some of the women, and of supplying meals for the workroom.

36. In London special attention has been given to the question of trade training by the Central Committee, who have inquired into existing facilities for trade instruction and have urged Local Representative Committees to arrange for the admission of suitable workers to evening trade classes at L.C.C. Institutes. A considerable number of women have availed themselves of the facilities offered. Among the subjects for which workers have entered are trade dressmaking, including design and embroidery, tailoring and millinery. Instruction in trade laundry-work is also being given in one centre to a class of workers drawn from the registers of several Local Representative Committees. It is hoped, in addition, to develop a scheme for training in leather machining.

37. A scheme for clerical workers, which is described in the next section of this Report (*see* p. 18), has been instituted in the City of London. It is hoped by this scheme to improve the efficiency of younger clerical workers, who may return to the ordinary labour market better equipped (economically) by the training received during this period of unemployment.

38. Once the scheme is in operation, the Local Representative Committee working through their women's employment sub-committee, are primarily responsible for its administration, but the Central Committee continue to exercise supervision. They remain in close touch with the local authorities, giving them guidance and advice on the many intricate and difficult points which may arise in the administration of the workrooms. Monthly and weekly returns have to be rendered by the local committees dealing with accounts, output, and the number and previous occupations of the women employed. These returns are examined, and communications are then addressed to

the Local Representative Committees on any points on which administrative action may be shown to be necessary. The examination of statistics and records thus accumulated, and the inspection of workrooms form a considerable part of the administrative activities of the Central Committee. Altogether over 70 workrooms have been approved by the Central Committee. In some cases two or more are situated in the same area. Financial and other details with regard to the schemes for which grants have been made in the various districts will be found in the Appendix (p. 40).

39. The periodical renewals of grants by the Government Committee entail regular scrutiny of the schemes, so that any changes suggested may be made in conformity with the principles of the Committee. The provision of materials from the Central Depôt to the mayoral workrooms throughout London and the country involves a considerable amount of correspondence, and serves a further useful purpose by keeping the Committee in touch with the character of the work undertaken.

40. The Central Committee have also arranged for the regular inspection of the workrooms with a view to ascertaining whether the Committee's rules are being observed, and generally what standard of work and discipline is maintained. It is gratifying to record that the suggestions and advice of the Inspector have been cordially received by the various local committees, who have shown themselves most desirous of carrying into effect any recommendations made by the Central Committee.

Juvenile Training Centres.

41. Considerable attention has been given by the Central Committee to the question of girls under 16 in London, in view of the fact that the London County Council have established special juvenile training centres in St. Pancras, Southwark, and Lewisham. In each of these districts the Local Representative Committee have framed a scheme to provide maintenance for girls attending the classes. The schemes at St. Pancras and Lewisham have received grants and are actually in operation. Other schemes for which grants have been sanctioned are those drawn up by the Deptford and Battersea Local Representative Committees. In both districts, owing to the fact that the distance from the existing centres is too great for advantage to be taken of the facilities there offered, the Local Representative Committee have made arrangements with the London County Council for special classes in their own district.

As regards the instruction given in connection with existing schemes, the weekly maximum provided by the London County Council amounts to 15 hours. The nature of the classes varies somewhat in the different centres, but the following are some of the subjects in which instruction is given :—

English.	Hygiene.	Home Nursing.
Dressmaking.	Cookery.	Physical Drill.
Needlework.		

It is considered desirable to arrange for 25 hours' training per week, and the Local Representative Committees have made their own arrangements for supplementing the 15 hours of instruction given by the London County Council, usually by arranging for practice in needlework under skilled supervision.

In the provinces, the Local Representative Committees of Burnley and Swansea have received grants for juvenile training centres.

Materials.

42. In any scheme of relief work the cost of materials is a very important consideration, in spite of the fact that a workroom should be judged more by quality, and especially improvement in quality, than by the amount of output. A certain part of the materials required for a workroom can, by arousing local interest, usually be procured in gifts. Local women's employment sub-committees have in particular been encouraged to appeal for old clothes suitable for remaking and adaptation. For the bulk of the work, however, new materials must be purchased. Experience gained in the experimental workrooms, in addition to general considerations, led the Committee to consider at an early date the possibility of establishing a system of central buying. The advantages of such a system are obvious. In the first place, in small centres in particular, pressure is apt to be placed upon local

committees to give their orders locally, instead of going to the cheapest market. Even in the absence of any difficulty of this kind, it is clearly impossible for every local committee to secure the services of a reliable and experienced buyer. In addition to this, the economy effected by buying on a large scale would be lost, if each local committee were to act independently. The sanction of the Government Committee was consequently procured for the opening of a central buying department. The system has now been in operation since the end of October, and is proving highly satisfactory*. The Committee were fortunate in being able to arrange with the Stores Department of the G.P.O. for the services of an expert buyer to be placed at their disposal. The purchases are effected from a grant from the National Relief Fund placed at the disposal of the Central Committee for the purpose. Materials are supplied by this means both to the experimental workrooms and to mayoral workrooms. Where necessary the materials are kept in a central store in London, but in some cases they are delivered direct to the various workrooms by the manufacturers or wholesale merchants. A local committee requiring materials sends a form of requisition to the Central Committee's depôt. The maximum amount to be supplied is fixed by reference to the number of workers in the workroom. Thus the grants are in reality made partly in the form of money and partly in the form of materials, and the local committees are spared the trouble of cash transactions in making their purchases. In selecting their materials representatives of local committees have the advantage of the experience gained in connection with the Central Committee's own experimental workrooms, while to facilitate the supply of materials of suitable kinds and in the correct quantities, the Committee have arranged to standardise to a considerable extent the garments made in workrooms. The Superintendent of the depôt is always ready to give the local officials help and guidance in deciding what class of work shall be undertaken. This forms incidentally another advantage of supplying materials centrally.

(c) *Establishment and Administration of Experimental Schemes.*

Experimental Workrooms.

43. The normal method of starting a scheme of special employment for unemployed women is through a sub-committee of the Local Representative Committee. It was, however, desirable to give an impetus to local committees by providing, at the outset, practical examples of how relief workrooms should be started. The Central Committee have consequently opened a number of experimental workrooms under their own direct management, the method of administration being adapted to the varying needs of the localities.

44. Six schemes have been established in this way by the Central Committee at Bethnal Green, Stepney, Hackney, St. Pancras, Camberwell, and Shoreditch. Between six and seven hundred women are at present employed in these workrooms. Statistical details will be found in the Appendix (p. 39).

45. A special form of administration has been adopted in the workroom at Cradley Heath, which is described below. Another arrangement has been to organise a workroom definitely for workers of one trade, drawing them from different localities and notifying the various Local Representative Committees concerned. This plan has been adopted in the case of women in the printing trade, for whom a special workroom has been opened at the Kingsway Hall, London. These women are in the habit of applying daily at the offices of their trade organisation, which is the recognised centre for engaging workers in that trade. The casual element in their work, which has been accentuated by the present conditions, also made it necessary to adopt special arrangements for the readmission of workers to the workroom. In spite of the irregularity of the employment in this workroom it has been possible to arrange with the London County Council for the girls to attend afternoon classes at a neighbouring technical institute. In this way they receive instruction in cookery and laundry work and attend health lectures and gymnastic classes, in addition to learning needlework in the workroom itself.

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* In the Central Committee's own experimental workrooms the amount spent on materials has been kept down to approximately 16 per cent. of the wages.

The Committee's Central Depôt.

46. Experimental workrooms are supplied with materials and directed in their internal management from the Committee's central depôt at 12, Park Street, W. where the cutting-out is done under an expert supervisor. Here, also, the prospective forewomen are trained in their new work. The women selected for this purpose are mainly skilled dressmakers, or needlewomen accustomed to supervise others; few, however, have had experience of the particular kind of supervision and instruction needed for a relief workroom, where the training of the individual worker is the root principle.

47. In addition to supplying their own workrooms, the Committee are often able to send forewomen from the depôt to positions in workrooms opened by Local Representative Committees. About 130 women have passed through the depôt in this way, and the majority have expressed their sense of benefit received, in improving their power of control and particularly their capacity to impart knowledge to others.

Nature of the Work.

48. The main work done in the Committee's experimental workrooms is the making of various kinds of clothing; for all children's garments, patterns expressly planned to combine good design with simplicity have been used.

It is interesting to note that the workers ask for paper patterns in order to use the designs for their own families, so that incidentally a more hygienic method of dress is being popularised.

A notable feature is the interest and enthusiasm shown by workers of all ages when they are permitted to use pretty coloured embroidery cottons for decorative purposes. They have copied good patterns and produced original designs in crewel work, in knitting, and in crochet, and they have greatly appreciated the opportunity —very rare to many of them—of making entire outfits for mothers, babies, and children.

49. A specially interesting branch of work undertaken in some of the Committee's workrooms is the making of cradles out of banana crates. The crates are planed and cleaned and then covered with unbleached calico, ornamented with simple fancy stitches in coloured cotton; mattresses and bed clothing complete are also provided. This work has proved especially suitable for the less skilled women, accustomed only to rough factory work.

In a report on the first two months' work of the cradle workrooms, the Honorary Superintendent, referring to the educational value of the work, says:—

> "Firstly, there is the great practical advantage to the women of being taught to use their hands, to handle a hammer and saw, and, above all, to sew . . . . . Most of the workers are factory hands . . . . . We have had a couple who had literally never handled a needle. It was one of these who volunteered to me the remark that, 'It's nice to be learned.' The progress made by some of these women . . . . . is very remarkable.
>
> "The second point of educational value is the training in ingenuity and taste . . . . . I believe it has been a revelation to some of these women to see how the commonest of materials—unbleached calico—can, with a little trouble, be made to look quite pretty."

Distribution of Articles produced.

50. The articles made in the workrooms have been distributed free amongst necessitous persons, usually through the Local Representative Committees, or, with their approval, through other charitable institutions. There has been a great demand for maternity outfits on the part of maternity centres and schools for mothers. A large number of children's garments have been distributed through school care committees. The Committee have also given large parcels of clothes for the benefit of Belgian refugees in England and on the Continent and of destitute persons in the war areas of France.

Trade Training.

51. As regards special trade training, arrangements have been made in some instances for women from the workrooms to attend London County Council evening classes in their own trade with a view to improving their industrial skill during the

period of unemployment. A notable instance of this is afforded in the St. Pancras workroom, where a number of women have entered for dressmaking or other trade classes at the London County Council Trade School, in Queen's Square, Bloomsbury. The women are allowed time off from the workroom and receive maintenance for attendance at the classes. (*See also* § 36 *above*.)

Provincial Workrooms.

52. So far only one experimental workroom has been started in the provinces, namely, at Cradley Heath. The chainmakers of this district are suffering severely from slack trade. But as these workers are included in the areas of five different Local Representative Committees and Sub-Committees (those of Rowley Regis, Quarry Bank, Dudley, Old Hill, and Lye), it was difficult for any one of these bodies alone to take the initiative in opening a workroom. The Central Committee consequently decided to open an experimental workroom of their own with the co-operation of a local joint committee. This committee consists of a representative of each of the five Local Representative Committees and five members nominated by the Central Committee. The Central Committee's half of the joint committee is of a very representative character. It includes a chain manufacturer, a woman chain worker, the secretary of the chainmakers' trade union, the chairman of the local education committee, and a well-known social worker of the locality.

The workroom has been opened at the Workers' Institute, Cradley Heath, under an experienced forewoman sent down temporarily from the Central Committee's depôt in London, until a local forewoman has been trained for the work. The women are being taught sewing and cooking; simple lectures on hygiene have also been arranged. It was proposed in addition to teach cradle-making. But difficulty in procuring the banana crates has prevented the Committee from carrying out this part of the scheme. The women take a great interest in the work, which, accustomed as they are to the rough and heavy work of chainmaking, is of a very novel kind to them. Interesting reports have been received from the forewoman, describing, for instance, the rivalry between the workers as to who shall produce the cleanest work, and their extraordinary progress in the use of a needle.

Domestic Economy Training Centres.

53. In addition to the ordinary workrooms, Domestic Economy Training Centres have been established by the Central Committee, as experimental schemes, in Bethnal Green (two centres), Stepney, Islington, St. Pancras, Shoreditch, and Westminster. A table giving statistical details will be found in the Appendix (p. 39).

The women in attendance at these centres are employed, as in the ordinary workrooms, up to 40 hours a week. Of these, five hours are spent in attending classes arranged by the London County Council, either on the Training Scheme premises or at neighbouring L.C.C. Centres. Classes are held in home cookery and laundrywork, dressmaking, needlework, health and home nursing. In the larger centres it is necessary to have as many as three different sets of classes in one subject in order to accommodate all the workers. For example, at St. Pancras the following scheme is in operation :—

Mondays and Wednesdays -	Cookery classes in three London County Council centres, 4.30 to 6.30.
Tuesdays and Fridays - -	Dressmaking and Stitchery (three classes) on the workroom premises at the St. Pancras Baths, 4 to 6 p.m.
Thursdays - - - -	Health lecture by a medical woman, followed by a practical demonstration. This lecture is attended by 80 women, 40 from the training scheme and 40 selected workers from the work-room.

Similar arrangements have been made with the L.C.C. as regards the remaining centres, with the exception of Shoreditch and Westminster (8, Grosvenor Place), where classes on similar lines are, however, given by the certificated teachers in charge of the training kitchens.

54. Apart from the L.C.C. classes, the women at the centres spend their time in needlework and cookery. The needlework, which is carried on under the supervision of skilled forewomen, consists chiefly in the mending and making over of clothing, of

which a large supply was generously contributed in response to a Press appeal made by the Committee early in the autumn. This class of work has proved very useful from the point of view of training, since considerable care and skill are needed in adapting worn garments to the best advantage. It has, in addition, the merit of cheapness, since the material can be obtained free of charge. This fact is especially valuable in connection with a scheme where, the primary object being training, the expenses of supervision are necessarily higher than those in the ordinary relief workroom. In the four centres where this work is carried on, care is taken to choose, from among those who apply, the younger women and those who appear to be most in need of training. It took a little time to convince all the forewomen that quality must rank before quantity of output. However, they soon learnt this lesson, and they are now giving to each worker the close individual attention which is necessary if a high standard is to be obtained from workers of very dissimilar capacities. Many of the workers in training were quite new to needlework, having been employed as unskilled factory workers, while others, such as those at St. Pancras, were dressmakers of some skill and experience. In view of this, it was decided to carry out the needlework scheme at St. Pancras on rather specialised lines. One section of the workers are in charge of a forewoman who is a skilled tailoress, and a second section are working under a forewoman with dressmaking experience. Each worker goes through both these sections, and, in addition, arrangements have been made for such workers as show special fitness for further training, to be sent to the nearest L.C.C. Institute where classes in needlework subjects are held. In this way the workers are enabled to improve their industrial skill during their period of unemployment.

55. As regards cookery, in each of the centres a training kitchen has been established, where the bulk of the work consists in the preparation of dinners for women employed in relief workrooms on the same or neighbouring premises. The women who partake of the dinner pay *3d.* per head per meal, and it is found that these payments approximately cover the cost of the raw material.* Such running expenses as the cost of firing, lighting, &c. are incurred in addition. Each training kitchen is in charge of a competent cook-supervisor, who endeavours to make the work as educational as possible. The workers in training are carefully instructed as to the nutritive values of the food they prepare, and notes are taken on the various methods employed in cooking the dinners. The cook-supervisors take great interest in their work and give close individual attention to their pupils. The workers themselves appear to be much interested in their training, and on the whole are making excellent progress. It has been noticed in the St. Pancras centre that the workers, most of whom are dressmakers by trade, sometimes showed a slight reluctance to undertake the cookery part of the training, but that after a week or two they have become very much interested and shown great intelligence and aptitude for the work. In some cases the girls undertake the marketing under the charge of the cook-supervisor.

56. Incidentally it may be noted that the provision of cheap dinners for the women in the workrooms has been of very great value. Those in charge of the workrooms have reported a notable improvement in the condition of the workers partaking of the wholesome and substantial meals provided.

It may be of interest to note the kind of food that can be provided on a *3d.* per head basis, and a list of specimen menus is accordingly given in the Appendix (page 38). It may be noted that some 1,500 dinners are provided weekly over the six centres.

Home Helps.†

57. A scheme for training Home Helps has been adopted, based on the practice of the Jewish Maternity Nursing and Sick Room Helps Society, which has been in existence for the past 20 years, and under whose auspices some ninety women are at present employed. Home Helps are women who work under the supervision of district nurses or maternity nurses, in homes where there is sickness and where assistance is needed in such work as would ordinarily be the duty of the mother of the family. They do not undertake any work which falls within the scope of a trained nurse, their duties being purely domestic.

* The rise in the cost of commodities has made this increasingly difficult.

† The expression "sick-room helps" used in the Committee's circular W.E.R. 4 was found to be liable to misinterpretation; "home helps" expresses more accurately the class of work on which these workers are engaged.

In view of the extension of Maternity Centres, Schools for Mothers, &c. there is likely to be in the near future a considerable demand for the services of women trained in domestic work, who can go by the day to give assistance in homes where the mother is incapacitated. The Central Committee have accordingly initiated an experimental scheme of training for this class of work, and through the kindness of Miss Pritchard, of the Plaistow Maternity and District Nurses Home, a number of women are being trained in connection with that Institution.

The Home Helps in training are put to work in houses where their services are needed. They are employed under the close supervision of the maternity nurses, undertaking domestic duties only. In addition to their work in the homes, they have the advantage of a weekly "Home Hints" class given by one of the experienced superintendents of the District Nurses' Home. At this class they are encouraged to report their difficulties and to ask questions.

The experimental scheme at Plaistow has proved so successful that it is now to be extended to other districts of London.

(d) *The Professional Classes.*

58. The original terms of reference of the Central Committee covered all women who have lost their employment as a result of the war. It became clear, however, at an early stage, that uniform treatment for all classes of persons coming within this category was impossible. The difficulty of dealing with artists, authors, journalists, and other professional people by any ordinary system of relief led the Government Committee to appoint a special sub-committee on the professional classes. It was arranged for the Chairman and Secretary of the Central Committee to serve upon this sub-committee *ex officio*. Before the appointment of this sub-committee the Central Committee had been considering various plans for assisting professional women, and had opened a central register of unemployed persons of this class. One group of workers, in particular, was felt to be on the borderline between professional and industrial workers, namely, women clerks and typists. It was in consequence decided to leave this class of semi-professional employee to be dealt with by the Central Committee. About 500 unemployed clerical workers have been interviewed at the Committee's office, 130 of whom have been placed in ordinary employment, while 167 others, on being informed of vacancies, were found to have procured work independently. Many of the women and girls on the Committee's register were, however, in urgent need of further training and education, which is not surprising in view of the fact that when a reduction of staff becomes necessary it is the less efficient who are the first to go. It was accordingly decided to start a scheme of training for clerical workers on lines similar to those of the Committee's training schemes for industrial workers. The scheme consists in utilising existing schools and colleges for training, and paying maintenance grants to the workers out of relief funds. The girls have been paid at the same weekly rate as industrial workers (namely, 10*s*. a week). But since the scheme cannot be localised in the same way as an ordinary workroom, an allowance not exceeding 4*s*. a week has been allowed for travelling and incidental expenses. Use has been made of free scholarships given by Clark's College and the City of London College, and it is hoped that it will be possible to make arrangements of a similar nature with other educational institutions and authorities. This general scheme was not intended to act as a bar to any similar schemes for clerical workers, set up by Local Representative Committees, nor to the admittance of girl clerks to ordinary workrooms or training centres. An interesting scheme has been set on foot by the City of London Local Representative Committee with the co-operation of the London County Council. Under this scheme clerks and typists, formerly employed in the City, receive a maintenance allowance and are given free instruction in book-keeping, typing, and shorthand, and also in dressmaking and general educational subjects.

III.—Australian Government Emigration Scheme.

59. An offer of specially favourable terms of emigration having been made to the Queen on behalf of certain Australian Governments, representatives were appointed by the Central Committee to act on a special Emigration Committee, under the

chairmanship of Mrs. Lewis Harcourt, to consider these offers. Certain conditions* having been suggested by the Central Committee and accepted by the Emigration Committee, a grant of 1,100*l.* was recommended to permit the payment of a registration fee of 1*l.* and to provide each emigrant with the sum of 1*l.* on landing. It was further decided to supply complete outfits, consisting mainly of garments to be cut out at the Central Depôt and sent to provincial commercial workrooms suffering from depression in trade, to be made up there on the lines laid down for the supply of army shirts (*v.* par. 11).

The production of these outfits, which cost approximately 5*l.* per head, serves the double purpose of providing work on commercial lines and furnishing the emigrants with an equipment which they would otherwise be unable to procure.

IV.—General Advisory Work.

60. A report on the activities of the Committee would not be complete without some reference to the advice and guidance given in general correspondence and interviews with a large number of individual persons and societies desiring to know how to help in the present emergency, or how to make use of the opportunities for employment and training offered. This has formed no small part of the work of the Committee's staff. A circular letter giving general advice to voluntary workers as regards the directions in which their energies should and should not be devoted was amongst the first of the documents drafted by the Committee. Large numbers of people have, in interviews, had the functions of the Committee explained to them or received information on special points relating to the Committee's work. During the first few weeks after the Committee's appointment a mass of work of this kind was done. Although it afterwards fell off in extent, as the scope and functions of the Committee became more widely known, the inquiry room is still occupied with a steady stream of visitors, and there is a considerable amount of general correspondence to be dealt with.

V.—Premises, Procedure and Staff.

61. The Committee began their work in rooms in Wimborne House, lent for the purpose by Lady Wimborne. They soon, however, outgrew this accommodation, and were glad to take advantage of Lady Clementina Waring's offer to place Nos. 8 and 9, Grosvenor Place, at their disposal, where the administrative work is still carried on. The Committee have also been given accommodation at No. 138, Piccadilly (lent by H. J. King, Esq.), used as an experimental contract workroom; the ground floor of Gloucester House, Piccadilly (lent by the trustees of the will of the late Sir Joseph Duveen), used as a cutting room for contract work; No. 12, Park Street (lent by Atholl Thorne, Esq.), used as a central depôt and training centre for forewomen; and No. 53, Cadogan Square (lent by E. T. Hohler, Esq.), used as a depôt for materials, and they desire to express their thanks for the valuable assistance so given.

62. During the period under review, the Committee have met 31 times. In view of the wide range of the work and the mass of detail to be attended to, it was found convenient to appoint a number of sub-committees,† which have held altogether 111 meetings. These sub-committees have prepared schemes for the approval of the whole Committee and also superintended to a large extent the work of the executive staff in carrying out the resolutions of the Committee. The Committee were fortunate in being able to secure at short notice a competent and energetic staff consisting chiefly

* 1. That in no case should the refusal to emigrate affect the individual's right to receive relief of any other kind.

2. That for women and girls who agree to go to Australia, arrangements should be made in Australia at convenient centres, for homes to which the girls might go when out of employment. (This is of the utmost importance, in order that the girl may not, from lack of a home, be forced to stay in any undesirable situation.)

3. That all women and girls should be employed at not less than the rates of pay current in the district to which they go.

† These sub-committees are arranged as follows:—

(*a*) Finance and General Purposes; (*b*) Contracts, Purchase and Workrooms; (*c*) Mayoral Workroom Schemes; (*d*) Juvenile and Training Schemes (including clerical workers); and (*e*) New Trades.

of civil servants lent by various Government Departments, and the salaried officers of private associations. The Committee desire to take this opportunity of expressing their thanks to the National Health Insurance Commission, and the Stores Department of the Post Office, who have provided the majority of the civil servants now acting on the Central Committee's staff; and also to the Home Office, Board of Trade, Local Government Board, Board of Education, and Duchy of Lancaster Office for their assistance in this and other ways. They also wish to acknowledge their indebtedness to the Women's Trade Union League, the Industrial Law Committee, the International Association for Labour Legislation, and the Anti-Sweating League, who have placed the services of their secretaries unreservedly at the Committee's disposal. The Committee have further to place on record the valuable services of the voluntary members of their staff. The Committee are unable to mention by name all those who have given free service of one kind or another. They wish, however, to record especially their indebtedness to Mr. Maurice Jenks (of Jenks, Percival & Co.), their honorary accountant, who has given not only his own services but the whole time of one of his clerks and the assistance of others. Of their other helpers some have undertaken the arduous duties of inquiry officers, others have organised training centres and acted as supervisors (thus leaving the teachers free to devote their undivided attention to the technical side of their work), as investigators, and as helpers at their depôt. To all these the Committee desire to express their sincere thanks. Nor do they wish to overlook the less personal, but none the less valuable, help given by those who have lent motor cars for the distribution of materials and other purposes, placed workroom premises at their disposal, and made gifts of one kind or another to their workrooms.

We have the honour to be, Sir,
Your obedient servants,

MARGARET CREWE (*Chairman*).
MAY TENNANT (*Hon. Treasurer*).
ELLEN ASKWITH.
MARGARET G. BONDFIELD.
IVY CHAMBERLAIN.
M. A. GASSON.
R. E. LAWRENCE.
A. SUSAN LAWRENCE.
VIOLET R. MARKHAM.
MADELEINE MIDLETON.
LILY MONTAGU.
MARION PHILLIPS.
EDITH LYTTELTON.
MARY R. MACARTHUR (*Hon. Secretary*).

March 1915.

VI.—APPENDICES.

SUMMARY OF APPENDICES.

I.—Circulars.

(*a*) W.E.R. 1.—General outline for special schemes for employment of women.

(*b*) W.E.R. 2.—Memorandum on schemes of work for women temporarily unemployed owing to the war.

(*c*) W.E.R. 3.—Notes as to women's workrooms.

(*d*) W.E.R. 4.—Memorandum on training and instruction in connection with schemes of work for women and girls unemployed owing to the war.

II.—Specimen Menu of 3*d*. Dinners.

III.—Tables.

APPENDIX I (a).

W.E.R. 1.

GENERAL OUTLINE FOR SPECIAL SCHEMES OF EMPLOYMENT FOR WOMEN.

There should be in each locality where necessary a Sub-Committee of the Local Representative Committee including among its members a strong representation of women from working-class industrial organisations.

Where it is desired to set on foot a special scheme of employment, this Local Sub-Committee should report the proposal to the Central Committee on Women's Employment.

The Central Committee should have power to approve any scheme so submitted, or, where no scheme is submitted, to suggest a scheme, and to impose any such conditions as seemed to them desirable or to refuse approval.

The following conditions would apply to any such scheme :—

(A) The minimum rate of pay should be 3*d*. per hour net.

(B) The maximum number of hours worked by any woman in any week should be 40. The work of each woman employed should be so arranged as to give her reasonable time off to look for other work.

(C) The supervisors of women employed under any scheme would be skilled instructresses or competent forewomen paid at the market rate per hour for similar work. Perhaps the rules as to maximum number of hours could be modified in the case of the supervisors.

(D) It is understood that the Local Representative Committee will have entered upon a card index the name and address of each applicant for employment. The card index should record the nature of the woman's previous employment, her state (whether married or single), number of children, whether her husband is in work, and the income already available per head in the family of which she is a member.

(E) A duplicate of such index should be given to the Local Employment Sub-Committee, who will enter upon it the number of hours worked in each week as provided for each woman under the scheme, and the amount of wages earned. This information should be furnished by the Local Sub-Committee to the Local Committee so as to enable any relief given to the family of which the woman is a member to be regulated with reference to what that woman is earning under the scheme.

(F) Each application for work (if work is available) would be granted or refused having reference to the amount of income per head in the family of which the applicant is a member. If possible, the work should be so adjusted as to provide the greatest number of hours for those whose income is least.

(G) The Central Committee would retain power to withdraw approval from any scheme if this or any other condition imposed by it before approval is not satisfactory, or if in any other respect the scheme is not proceeding satisfactorily.

It is hoped that premises approved for the purpose (whether factories which are shutting down or other rooms) can be obtained for the scheme free of charge or subject only to a charge in respect of light, power and heating.

SUGGESTED NATURE OF EMPLOYMENT AND OCCUPATION.

(A) Training workers in trades in which new openings are now offered for British trade. It is hoped to present a supplementary detailed report on this matter after consultation with the Board of Trade.

(B) Training in skilled trade in which there is normally a shortage of labour, such as machinists, hand-ironers, &c. Any scheme making a proposal of this nature would be submitted for advice to the Women's Department of the Labour Exchanges and the Labour Exchanges Juvenile Advisory Committee.

(C) Training in domestic economy, especially cooking.

(D) Production of useful articles, such as clothing for cases of distress, night-dresses, bed jackets for poor sick women nursed in hospitals or in their own homes, all kinds of garments, but especially knitted garments for poor babies, cheap cradles, and various accessories which are often lacking, but are always desirable in the nursing of the sick poor and in maternity cases. In the selection of the particular articles to be made in any locality it would be necessary:—

(*a*) That nothing should be undertaken which would, but for the scheme, be produced and purchased in the ordinary course of business.

(*b*) That articles produced would not be offered for sale, but would be given, through the Local Representative Committee or other approved sources, to persons who had no purchasing power.

Every article produced should be stamped in such a way as to identify its origin, and pawnbrokers should be circularised with a warning notice against accepting articles so stamped in pawn.

(E) Altering, making and mending of workers' own garments.

Apart from special schemes of employment for women, much might be done by a more organised distribution of the work ordinarily performed by women, especially in connection with Government and Municipal contracts, and it is hoped to present a detailed report on this matter at a later date.

The Committee are also formulating suggestions for expediting Government and Municipal contracts on which women can be employed, these contracts to be given as the necessities of the trade may require, and to be subject to special conditions as to employment. It must be remembered that the expediting of public works of utility so far operates almost entirely upon men's trades.

It is also proposed to submit further reports:—

(A) With regard to girls under 16.

(B) With regard to employment of clerks, typists, and professional women.

MARY R. MACARTHUR,
Hon. Secretary.

31st August 1914.

APPENDIX I. (b).

W. E. R 2.
(Issued 29th October 1914.)

Memorandum on Schemes of Work for Women temporarily unemployed owing to the War.

SUMMARY.

1. Introductory.
2. Grants.
3. Local Representative Committees.
4. Women's Employment Sub-Committees.
5. Local Committees of the Queen's Work for Women Fund.
6. Organisation of Schemes of Work.
7. Premises.
8. Selection of Workers.
9. Wages and Hours of Work.
10. Registration.
11. Girls between 16 and 18.
12. Supervision.
13. Discipline.
14. Other employees.
15. Number of workers to be employed under a scheme.
16. Meals.
17. Nature of the Work.
18. Materials.
19. Accounts and Returns.
20. Health Insurance.

Memorandum on Schemes of Work for Women temporarily Unemployed owing to the War.

1. *Introductory.*

This memorandum supplements the Report (W. E. R. 1) issued by the Central Committee on Women's Employment. It is issued as a guide to Local Representative Committees contemplating the opening of workrooms for the employment of women unemployed as a consequence of the war. Any special schemes of employment should be educational and socially beneficial, and resort should not be had to the special type of workroom here contemplated until every effort has been made to procure employment for the workers in a regular trade. As an example, it may sometimes happen that a local factory is at a standstill where it might be possible to produce some kind of garment or other article for which there exists an extraordinary demand resulting from the war. In such cases the Central Committee on Women's Employment may be consulted as to the possibility of orders being given for the locality in question.

2. *Grants.*

Where it is impossible to find work for unemployed women in the ordinary way, it may be desirable to open a special workroom. If a grant is desired from the National Relief Fund* for this purpose, it is necessary to obtain approval in the first instance from the Central Committee on Women's Employment, who will then recommend the scheme as a satisfactory one to the Government Committee on the Prevention and Relief of Distress. It should be clearly understood that the Central Committee on Women's Employment act in this respect only in an advisory capacity, and have no power to make grants.

Where a Local Representative Committee† desire to promote a scheme of employment, application should be made to the Central Committee on Women's Employment‡ for a Scheme Summary Form (W. E. Form 1).

3. *Local Representative Committees.*

The authority responsible for establishing a workroom is the Local Representative Committee for the Prevention and Relief of Distress due to the war, which has been formed in Counties, and in Boroughs and Urban Districts with a population of over 20,000. These Committees were formed at the suggestion of the Government Committee to deal with distress due to the war, and they have a general responsibility for dealing with such distress among both men and women in their area, though in the case of women they will work through a Women's Employment Sub-Committee (*see* next paragraph). In Boroughs, the Mayor is usually Chairman of the Committee, and in other areas the Chairman of the County or Urban District Council. Information as regards the Local Representative Committee can consequently be procured from the Council Offices or Town Halls of the different localities. (The Local Representative Committees are also known in various localities as "War Relief Committee," "Prince of Wales Fund Committee," "National Fund Committee," "Citizens' Committee," "Mayoral," or "Mayor's Committees," etc. They will be referred to throughout this statement as Local Representative Committees.)

4. *Women's Employment Sub-Committees.*

Where any scheme of employment is contemplated in a district, and a grant is desired, it is essential for the organisation and management to be vested in a Women's Employment Sub-Committee of the Local Representative Committee. This Sub-Committee, in areas where the necessity for its appointment arises, must be appointed by and be responsible to the Local Representative Committee. The Sub-Committee need not necessarily consist solely of women members. It must be

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* The Queen's Work for Women Fund is part of this fund, but is specially earmarked for schemes of employment for women.

† *See* paragraph 3.

‡ 8, Grosvenor Place, London, S.W.

of a representative character; in particular it should contain a strong representation of working-class women's industrial organisations. For instance, some of the members should be drawn from local women's trade unions, co-operative societies, and other industrial or labour organisations. Representatives of various bodies concerned in the prevention or relief of distress should also be included on the Sub-Committee. For example, important local charities, the Guardians, Care Committees, and the Women's Department of the Labour Exchanges might usefully be represented. No scheme managed privately by one particular person or organisation can be approved by the Central Committee. Where a scheme of this kind has been started independently it must be adopted by the Local Representative Committee, and placed under the control of the Women's Employment Sub-Committee, if a grant is desired.

5. *Local Committees of the Queen's Work for Women Fund.*

It should be clearly understood that the Women's Employment Sub-Committees of the Local Representative Committees are quite distinct from the Women's Committees appointed by request of the Queen's Work for Women Fund in the various localities. These Queen's Fund Committees, often known in towns as Mayoresses' Committees, are appointed for the sole purpose of collecting funds. It is not their duty, in addition, to devise or bring into operation schemes for providing employment. No doubt, in many cases, some of the members of the Queen's Fund Committee will also be members of the Women's Sub-Committee. But the functions of the two organisations must be kept distinct.

6. *Organisation of Schemes of Work.*

The first point on which the Government Committee and the Central Committee on Women's Employment will need to be satisfied is that there is genuine need for a special workroom in the district in question. Only distress caused by the war can be dealt with through the National Relief Fund. It is consequently necessary for the Local Representative Committee to show that the unemployment is abnormal and is caused by the war. For the purposes of an approved women's workroom, moreover, only women who are themselves thrown out of work by the war may be taken into consideration. Distress caused by unemployment amongst men should not be relieved by giving employment in special workrooms to wives who were not wage-earners before the war broke out. One useful indication, although by no means conclusive, of the extent of extraordinary unemployment in any district may be found by comparing the number of women on the live register of the Labour Exchanges at present with the corresponding number a year ago. By this and other means a general idea of the prevailing distress should be procured and submitted by the Local Representative Committee to the Central Committee on Women's Employment. In making these inquiries the Women's Employment Sub-Committee may be of service.

7. *Premises.*

The first step is to secure suitable premises, if possible on loan. Halls or other public buildings, club premises, empty houses, or existing workrooms may often be obtained for this purpose. Care is needed in the selection of a workroom. It is specially important that there should be adequate sanitary accommodation and heating apparatus, and that the lighting and ventilation should be suitable.

8. *Selection of Workers.*

The women to be employed in the workrooms should be selected from the register of applicants at the office of the Local Representative Committee. In all cases workers should be required to keep themselves registered at the Labour Exchange, so that they may return to ordinary employment at the first available opportunity. They should be required to produce their Labour Exchange registration cards as a proof that they are duly registered. The workers should in no circumstances be taken on direct at the workroom. Suitable applicants should be selected from the register by the Women's Employment Sub-Committee of the Local Representative Committee, and given a card of admission to the workroom. Care should be taken as far as possible not to send more workers to a workroom than there are places available.

The Women's Employment Sub-Committee should satisfy themselves that each applicant was earning her own living before the war broke out, by any available evidence, such as the production of her Health Insurance card.

9. *Wages and Hours of Work.*

The wages should be paid weekly. In the case of women of 18 and over, the rate of wages should not be less than 3*d.* an hour and the hours of work should not exceed 40 per week. Thus, where the rate of pay is fixed at 3*d.* an hour, each worker employed for the full number of hours would receive 10*s.* a week. The Central Committee on Women's Employment have recommended that this should be the maximum amount of relief given to women in the form of work. This rule does not prevent the Local Representative Committee from supplementing the wages in particular cases, *e.g.*, where the woman has children dependent upon her, by relief given in other forms, having regard to the scale in the district. Where a higher hourly rate is fixed, the number of hours of work per week should be reduced, so as to keep the total weekly earnings at 10*s.* On the other hand, in some cases it may be desired to keep the weekly wage below 10*s.* This may be necessary in districts where the normal rate of pay is so low that a wage of 10*s.* would have the undesirable effect of diverting women workers from their ordinary occupation to the relief workroom. Such cases should not be met by reducing the hourly rate of pay below 3*d.* Instead, the hours of work should be so adjusted as to regulate the wages to the required amount. Where women are employed part time (say for one or two days a week) in their ordinary trade at rates not less than those paid previously to the war, it will be permissible to give them supplementary employment in a special workroom, provided that their total weekly receipts do not exceed 10*s.*

10. *Registration.*

It is very important to arrange for the registration of the women employed, by means of a card index as prescribed in the Central Committee's Report, W.E.R. 1.* The Local Representative Committee will furnish the Women's Employment Sub-Committee with a duplicate of their card relating to each woman who is being employed under the scheme. The Sub-Committee should record the number of hours worked in the week, and the amount of the weekly earnings. This information should be promptly and regularly transmitted to the Local Representative Committee, since if this plan is not carefully carried out, it will be impossible to take the wages earned by any woman into consideration when giving relief in other forms to members of her family.

11. *Girls between Sixteen and Eighteen.*

A special arrangement should be made for the payment of girls between 16 and 18 years of age. Where these young people are already skilled workers in a recognised trade, and have previously earned more than 3*d.* an hour, they may be treated as adults and employed at the rates described above. But in other cases they should be given a maintenance allowance and not wages. This allowance should ordinarily be at the rate of 1*s.* a day of six hours. The employment given in these cases should take the form of instruction and training, so far as possible in co-operation with the Local Education Authority. Girls under 16 should not be employed at all in workrooms of the kind here under consideration. They should be dealt with separately in schools or training centres.

12. *Supervision.*

Supervision should rest with one or more competent forewomen paid at the market rate for such work. The rates being paid by the Central Committee in London are as follows:—

—	Grade 1.	Grade 2.	Grade 3.
Forewomen - - -	32*s.* per week.	28*s.* per week.	25*s.* per week.
Assistant Forewomen -	22*s.* per week.	20*s.* per week.	18*s.* per week.

* Page 1, D. and E.

Forewomen and assistant forewomen should be chosen who have had experience in the kind of work carried on in the special workroom, and have been accustomed to the control of workrooms and the supervision of women and girls. They should be drawn from the ranks of women unemployed as a consequence of the war.

It is of vital importance that thoroughly efficient forewomen, capable of controlling others, should be selected. The number of forewomen required will depend on the class of workers and the kind of work carried on; speaking generally, one forewoman to every 40 or 50 workers should suffice when the workroom is in full operation, but it may be desirable to employ fewer workers in proportion at first.

13. *Discipline.*

The forewoman in charge should be instructed to report to the Women's Employment Sub-Committee all workers whose conduct is unsatisfactory, or who are otherwise unsuitable. The power of dismissal should rest with the Sub-Committee alone, but the forewoman should be allowed to suspend a worker where absolutely necessary, pending the Sub-Committee's decision.

14. *Other Employees.*

All labour engaged in connection with schemes of employment, *e.g.*, charwomen, &c., should be drawn from the ranks of women unemployed through the war. This work should be paid at the recognised standard rate of wages. For instance, charwomen engaged in cleaning workrooms in London should receive the rate recognised by the London County Council, namely, 5*d.* an hour.

15. *Number of Workers to be employed under a Scheme.*

The number of women to be employed under any scheme must depend largely upon local needs and the premises available. Care should, however, be taken to avoid disproportionate expense in supervision by arranging for the accommodation of too small a number of workers. Standing charges, such as the cost of heating, are often higher per head in a small workroom. The Central Committee are of opinion that, as a general rule, a workroom should not be opened for less than 40 workers.*

16. *Meals.*

If it is felt to be desirable, arrangements may be made to supply meals. These should not form part of the wages. The cost should be covered by making a small charge. In all cases the women should have the option of taking the meals or not as they prefer. Girls under 18 receiving maintenance allowances may be given part of the allowance in the form of meals. Where possible, training and instruction may be given to unemployed women in the preparation of these meals.

17. *Nature of the Work to be undertaken.*

The question of what work should be carried on in a special workroom raises an important issue. The essential point is that while it should not compete in any way with ordinary industry, it should be of such a nature as to maintain or improve the efficiency of the unemployed women. Since the Central Committee are desirous of keeping trade as far as possible in its ordinary channels, they cannot approve any scheme of employment in which orders would be taken and paid for or the produce of which would be sold in any way. The employment provided in special workrooms opened in view of the distress due to the present exceptional circumstances, should consequently either take the form of educational or technical training or instruction, or of the production of articles which otherwise would not be produced or sold at all. Thus maternity outfits and all sorts of clothing to be distributed free amongst the very poorest classes, who have no purchasing power, are suitable articles to be made in workrooms of the kind in question. Such articles should be distributed through the Local Representative Committees or other approved sources. Further recommendations under this head will be found on page 2 of the Central Committee's Report, W.E.R. 1.

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* This minimum would not apply in the case of training schemes, where a smaller number would usually be desirable.

The work should be, as far as possible, such that the particular class of workers to be employed may be reasonably expected to perform it with a fair degree of efficiency, after perhaps a short period of practice under supervision. Where the women are entirely unskilled, they should be taught something which will be of permanent domestic and educational value to them, such as the making, mending, or altering of clothes, or the preparation of simple meals, or the simplest elements of domestic hygiene. Wherever possible the work should be done by hand rather than by machine.

18. *Materials.*

An important consideration is the proportion which the cost of materials will bear to the sum paid in wages. It is obviously desirable that as large a sum as possible should be paid in wages, and therefore schemes in which the cost of material is low in proportion are more likely to receive favourable consideration. This aim may be achieved in various ways :—

1. By choosing work in which normally the proportion spent in wages is high.
2. By obtaining gifts of materials.
3. By promoting schemes for the altering, re-making, and mending of garments.

Care is also needed in the selection of materials to be used. For instance, materials such as grey flannel and wool, for which there is a great demand for articles required by the troops, should be avoided. On the other hand, the use of cotton materials is not open to this objection. The Central Committee hope to issue shortly a more definite statement on this subject for the guidance of Local Representative Committees.

19. *Accounts and Returns.*

The Central Committee will require a weekly return from all Local Representative Committees conducting approved schemes, and forms will be issued in due course.

The wages sheets and stock accounts should if possible be kept by the forewoman in charge, but in large workrooms a clerk (who must be thoroughly competent and experienced and paid at the market rate) may be necessary. Receipts should be given on the wages sheets by each worker for her wages.

20. *Health Insurance.*

Workers in special workrooms must be insured under the Health Insurance provisions of the National Insurance Acts.

In general the following details as to payment of contributions may be found sufficient :—

Forewomen and Assistant Forewomen :
Ordinary (E) Cards.
6*d*. Stamps.
3*d*. should be deducted from wages.

Workwomen :
Under 21 *Years of Age—*
Ordinary (E) Cards.
6*d*. Stamps.
21 *Years of Age or Over—*
Low-wage (EL) Cards.
5*d*. stamps.

It is suggested that no deduction should be made from the wages of workwomen engaged upon relief work, the whole contribution being paid by the Local Representative Committee.

Charwomen and others engaged under ordinary conditions and not upon relief work :
Ordinary E Cards.
6*d*. Stamps.
3*d*. a week should be deducted from wages.

All women, whether employed on relief work or on ordinary work, should be instructed to bring their Health Insurance cards for stamping at the time when wages are paid.

In any case of difficulty further advice may be obtained from the Secretary, National Health Insurance Commission, Buckingham Gate, London, S.W., or from the Local Health Insurance Inspector.

APPENDIX I. (c).

W.E.R. 3.

(Issued 18th December 1914.)

NOTES AS TO WOMEN'S WORKROOMS.

(SUPPLEMENTARY TO W.E.R. 2.)

Object of Workrooms.

1. The object of combining relief with schemes of work is not merely to avoid the dangers which attend relief through doles. It is also to afford an opportunity of maintaining or definitely increasing the efficiency of the girls and women concerned. It is hoped that the Local Representative Committee will make every effort to see that the character of the work and training provided, and the management and discipline of the workrooms, are such as to leave results of real and permanent benefit.

Selection of Girls and Women for Workrooms.

2. These objects should be borne in mind in selecting girls and women for admission to a workroom. The Women's Employment Sub-Committee will ordinarily have to discriminate between a number of applicants, of whom some only can be provided for in this particular way. Assistance in other forms will be available in case of necessity for those who are not admitted to workrooms, and it is important, therefore, that those who are admitted to the workrooms should be those who will most benefit by the work and training there provided.

In some cases it may be evident that some of the applicants for assistance, being young and teachable, would benefit especially by the training and discipline of a workroom or by the educational facilities associated with it. On the other hand, it may be preferable in giving assistance to a married woman who has children to attend to, not to give her work, or at any rate full-time work, in a workroom. Generally speaking, where for the available vacancies it is necessary to choose between applicants, those who will benefit most by being employed should be selected; and this will probably be as a rule the younger and more intelligent and those without families to look after.

It should be clearly understood that in selecting the workers for employment in a workroom no inquiries of an inquisitorial nature should be made into the character of the women and girls who apply. Inquiries from a worker's previous employer should be avoided unless there is positive reason to doubt the accuracy of an applicant's statement as regards the fact of previous employment and loss of work. Where it is necessary to communicate with the employer the inquiry should extend only to the question of whether the woman was actually employed and was dismissed as a result of the war, and should not touch on any questions of character or competence.

It is not the intention that a girl who has normally maintained herself should be disentitled to a full 40 hours' work in a workroom on the ground that she is living with her family, or that the hours should be reduced unless the girl has some other source of personal income. When deciding on the admission of applicants to the workrooms, the family income must, of course, be taken into account, and the work must be allotted with due regard to the necessities of the different cases. It is not, however contemplated that the amount of relief to which the applicant's family may be entitled should determine the admission of the applicant to the workroom or the number of hours which she should be employed.

Character of Work in Workrooms.

3. The different kinds of work that may be suitably undertaken in workrooms have been described in W.E.R. 1. The committee desire here to emphasise the importance of making the work so far as possible educational in character. Work, for instance, which will tend to develop ingenuity and a certain amount of taste,

such as prettily-cut children's dresses, &c., is preferable to a merely mechanical production of stock articles; and, especially with the work of teachable women, it is worth while to be content with a smaller number of finished articles if the women can be induced to take a pride in their work.

Detailed advice as to methods of combining work in the workrooms with definite training courses are given in W.E.R. 4.

Note as to Girls between 16 *and* 18.

4. Girls of this age can be admitted into women's workrooms, but unless they are already proficient in a skilled trade they should ordinarily receive, instead of the workroom rate, a maintenance grant of 1*s.* a day of six hours. Where such a grant is made, meals can be given in addition without charge [W.E.R. 2, paras. 9 and 11, should read subject to this].

The employment in the workrooms should take the form of instruction and training, and should be combined as far as practicable with education under the Local Education Authority in accordance with the arrangements described in W.E.R. 4.

APPENDIX I. (d).

W.E.R. 4.
(Issued 18th December 1914.)

Memorandum on Training and Instruction in connection with Schemes of Work for Women and Girls temporarily unemployed owing to the War.

SUMMARY.

PART I.—WOMEN AND GIRLS OVER 16.

GENERAL.

1. Introductory.
2. Registration.
3. Selection of Workers.
4. Maintenance Allowances and Hours.
5. Co-operation with Education Authority.
6. Insurance.

SPECIMEN SCHEMES.

A. Cooking and Domestic Economy.
B. Skilled Trades.
C. Sick-Room Helps.

PART II.—GIRLS UNDER 16.

1. School Attendance.
2. Special Classes.
3. Subjects.
4. Co-operation with Education Authority and other Organisations.
5. Maintenance Allowances.
6. Meals.

W.E.R. 4.
(Issued 18th December 1914.)

Memorandum on Training and Instruction in connection with Schemes of Work for Women and Girls temporarily unemployed owing to the War.

PART I.—WOMEN AND GIRLS OVER 16.

GENERAL.

1. *Introductory.*

The Central Committee on Women's Employment have received representations to the effect that Local Representative Committees would welcome some guidance as to the possibilities of providing training and instruction for the girls and women in their districts.

This memorandum has consequently been compiled as a supplement to the Central Committee's Memoranda W.E.R. 1 and 2. It should be read with these Memoranda and, in particular, with paragraphs 1, 2, 3, 4, and 5 of W.E.R. 2.

2. *Registration.*

It should be understood that the training schemes here contemplated are a form of relief, so that it is necessary for the system of registration prescribed in paragraph 10 of W. E. R. 2 to be observed. On the other hand, women and girls who join a regular course of training need not be required to re-register at a Labour Exchange until the course is nearly completed. It should be understood that posts notified by the Labour Exchange should be offered first to women in the ordinary workroom not undergoing an arranged course of instruction.

3. *Selection of Workers.*

As in the case of the workrooms contemplated under the W.E.R. 2, only those women and girls may be admitted to training centres who are themselves unemployed as a consequence of the war (Cf. W.E.R. 2, paragraph 6). But the women should be specially selected by the person responsible for the training from lists supplied either by the forewoman of the workroom, or by the Women's Employment Sub-Committee of the Local Representative Committee (Cf. W.E.R. 2, paragraphs 3 and 4). Only those who are suited for the purpose, and are willing to pass through the whole course should be accepted. The supervisor of the training scheme should report immediately to the Women's Employment Sub-Committee any women who for some reason prove unsuitable. These should then be transferred to a workroom or given relief in some other form.

4. *Maintenance Allowances and Hours.*

Maintenance allowances paid during a course of training and the hours of attendance should in general be governed by the rules laid down for ordinary employment in a workroom under W. E. R. 2 (*see* paragraph 9). Where it is impossible to provide training for forty hours a week, arrangements may be made, if desired, for part-time employment in a workroom in addition to the training. In this case the total amount received by each worker should be the same as if she had spent all her time in the workroom. Where, however, the training is of a specially arduous kind (such as training in highly skilled trades), and it is for this reason desirable that the total number of hours should be less than 40, the Committee would be prepared to consider a proposal that the workers should nevertheless receive the full amount of 10*s*.

5. *Co-operation with Education Authority.*

Before starting any training scheme the Local Representative Committees or their Women's Employment Sub-Committees are recommended to communicate with the

Local Education Authority with a view to securing their assistance and co-operation. The Education Authority may, in some cases, be willing to take full responsibility for special courses of training for unemployed women. In this case it would only rest with the Local Representative Committee to provide the maintenance allowances necessary in order to enable the women to take advantage of the facilities offered.

In some cases it may be possible to arrange with the Education Authority to give instruction of general educational value in lieu of a part of the ordinary work of the workroom.

It must be understood that grants can only be made by the Board of Education in respect of instruction which is under the direction of the Local Education Authority.

6. *Insurance.*

Women working in the relief rooms will be insurable even though they are spending some time in being trained. Any special case in which the women are being trained the whole time, are being paid maintenance and not wages, and are not producing articles of value, may be referred for advice to the Central Committee, who will, where necessary, consult the Insurance Commissioners. Full details should be given in such cases as to the nature of the training, the payments made, and the kind of articles, if any, used in connection with the training and the way in which they are disposed of. Apart, however, from a decision so given in any special case it should be assumed that any women working in relief rooms are insurable.

SPECIMEN SCHEMES.

A. *Cooking and Domestic Economy.*

(a) *General.*—It will often be found convenient to set up a scheme of cooking and domestic economy in conjunction with a workroom of the kind contemplated in W.E.R. 2.

(b) *Subjects.*—It is recommended that the course should include instruction in—

(i) Needlework. (This should consist chiefly in the cutting, making-over, alteration or renovation of left-off clothing. The Central Committee will be glad to give further advice on the details of this subject, if desired. The branches of needlework selected for instruction should in all cases be such as to develop ingenuity and taste, such as well cut and prettily made children's dresses, &c.)

(ii) Simple home cookery.

(iii) Home laundry work.

(iv) Lectures on infant care and hygiene.

(c) *Instruction and Supervision.*—If possible, arrangements should be made with the Local Education Authority for the co-operation of teachers from their technical and domestic economy schools. This teaching will usually only cover a few hours in the week, and the practice work between the lessons will form an essential part of the training. It will consequently be necessary to have full-time supervisors in addition. The classes in charge of each supervisor should be small. It will probably be found necessary for the women to attend for part of the course (especially for the laundry work) at some neighbouring school of domestic economy.

(d) *Premises.*—It is desirable that the kitchen and dining rooms should be on the premises of the workroom or institution to which the dinners are supplied. Expert advice should be sought as regards the suitability of a kitchen for training purposes.

(e) *Materials and Utensils.*—The cost of the materials needed for the cookery part of the scheme should, as a rule, be covered by the small charge made for the meals supplied (Cf. W.E.R. 2, paragraph 16). Meals should be supplied to the women who have joined the training course on the same terms as those in the workroom. A special appeal should be made for the loan or gift of cooking utensils, and also crockery where this is not provided by the institution to which the dinners are supplied. The cost of the materials for the needlework classes should be very

small. [Cf. paragraph (f) below.] As regards the appliances necessary for the laundry training, *see* paragraph (c) above.

(f) *Partial Training.*—Where a workroom is opened, but it is not possible to arrange regular training courses in connection with it, it may in some cases be found advisable to start a partial domestic training scheme in connection with the cooking of dinners for the workers. In this case the scheme should form part of the workroom scheme and any workers suitable for the purpose should help in the cooking in rotation, under the direction of a competent cook or supervisor.

It would also be possible to arrange for part of the work of an ordinary workroom to consist in re-making and adapting left-off clothing. A special appeal should be made in the locality for articles suitable for this purpose.

In some cases lectures on domestic subjects, the elements of hygiene, care of children, &c., might perhaps be given in the workrooms themselves. These lectures should be of such a character as to be of use to all the women in the room. The Education Authority should be asked to supply the teachers.

B. *Skilled Trades.*

(a) *General.*—Among the workers employed in relief workrooms, there will be a certain proportion whose ordinary trade is a skilled one, and who, unless facilities can be given them for practice in that trade, will tend to lose their industrial skill during their enforced absence from it. There will be others whose aptitudes warrant the belief that they would repay definite training. It would appear desirable not only to prevent loss of skill, but to give the workers an opportunity of adding, if possible, to their trade knowledge. There might also be workers from unskilled trades, whom it would be worth while to train for and introduce to a skilled trade in which there is normally a shortage of labour.

(b) *Methods of Instruction.*—It is suggested that workers already belonging to a skilled trade, or anxious to train for a skilled trade, should be collected in groups, either in the ordinary workrooms (under W. E. R. 2) or preferably in rooms set apart for the purpose, and that a special course of trade instruction should be given them by visiting teachers, supplied, if possible, by the Local Education Authority. The Education Authority would then arrange the conditions under which a class could be formed, *e.g.*, the minimum number of workers in a class, the hours, the length of the course, provision of premises, &c.

Where it is found impossible to secure a visiting teacher, the Education Authority might be asked to provide special day trade classes for workers from relief workrooms to attend, or it might be arranged for workers to be offered free places in existing evening trade classes. As the teacher would probably only be available for a few hours per week, it would be desirable to supplement the instruction given by as much practice as possible in the special trade.

(c) *Selection of Trades and Workers.*—Particulars of the previous occupations of the workers in the relief workrooms having been procured, the advice of the Women's Department of the Labour Exchange should be sought as regards openings for skilled workers, and the trades to be taught should be selected accordingly. In particular, before taking steps to introduce any new workers to a trade, careful inquiry should be made as regards the demand for skilled workers in the occupation in question.

Young women would probably repay the training better than older persons. No pressure must be exercised to induce women to train, but the opportunities for trade improvement thus offered should be pointed out to those who care to avail themselves of the training. The training selected should have a general educational as well as economic value, and should not require expensive plant or material.

(d) *Clerical Workers.*—Classes might also be arranged in higher commercial subjects (bookkeeping, correspondence, or foreign languages) for the benefit of women who have lost employment as clerks or typists.

C. *Sick-Room Helps.*

(a) *Duties.*—A certain number of openings for older women can be found by training them as "Sick-Room Helps." Where the mother of a family is ill, there is often urgent need for assistance in carrying out her ordinary domestic work. The "Sick-Room Helps" are intended to meet this need. They should work especially under the direction of Maternity Centres or District Nurses. It should be clearly

understood that the "Sick-Room Helps" must never undertake such work as belongs to the sphere of a trained nurse or midwife. The duties consist in cleaning, cooking, looking after the children, and generally acting under the direction of the nurse or midwife dealing with the case.

(b) *Selection of Workers.*—Those chosen for training as "Sick-Room Helps" must be of good character, clean and tidy, and with experience of domestic work. They must be willing to comply with the directions of the nurse or midwife under whom they are to work.

(c) *Training.*—The scheme should be under the control of a skilled supervisor who would select suitable workers from lists supplied by the Women's Employment Sub-Committee and superintend their work. If possible, arrangements should be made for lectures to be given in a fixed centre in addition to the practical work.

(d) *Wages.*—Sick-room helps should, during training, be paid maintenance allowances at a rate of not less than 3*d*. an hour, with a maximum of 10*s*. a week, as in the case of workers in workrooms or other training schemes. They may, in addition, be allowed fares in excess of 1*d*. a day in cases where it is not always possible for them to work near their own homes.

PART II.—GIRLS UNDER 16.

1. *School Attendance.*

Girls under 16 should not be employed in ordinary workrooms with older women, but it may sometimes be desirable to include girls between the ages of 14 and 18 in the same training scheme. Every effort should be made to see that anything done by girls under 16 has a definitely educational purpose. Many of the girls of this age are within the limits of attendance at Public Elementary Schools, and for them by far the best course, when practicable, is to arrange with the Local Education Authority for the continuance of their education. In many cases it will doubtless be possible to provide (especially in the case of girls previously attending elementary schools for half-time) for them to resume full time attendance. The Board of Education have informed Local Education Authorities that they will be prepared to take special steps to facilitate education of this character.

2. *Special Classes.*

In cases where the girls cannot reasonably be expected to return to elementary schools it is competent for the Local Education Authority to establish special evening or day classes (for half-time or more than half-time). It will probably be desirable to try to arrange for providing a continuance of general education as well as instruction bearing upon the actual or prospective occupation of the students. Special instruction could also be arranged in domestic subjects, hygiene, and the care of children.

3. *Subjects.*

The programme of education provided might usefully include any of the following subjects:—

(*a*) For those who have been engaged in a skilled trade, instruction in the higher branches of that trade where practicable. Schemes of this kind will depend on the local occupations, and must largely be left to those acquainted with the locality. Generally speaking, it would be desirable in suitable cases to provide further trade instruction for girls previously occupied in clothing trades, such as tailoresses, shirtmakers, blouse-makers, milliners, &c., while classes in shorthand, book-keeping, commercial arithmetic and office routine might be provided for typists.

(*b*) For those who have not been engaged in a skilled trade, instruction in cookery, laundry work, making and mending clothes, household management or elementary housewifery.

Both courses, (*a*) and (*b*), might be profitably combined with instruction in English, hygiene, singing, physical exercises, &c.

4. *Co-operation with the Education Authority and other organisations.*

Education of this character can often be facilitated by the co-operation of voluntary and other agencies such as Girls' Clubs, Sunday Schools and other

organisations, who may be willing to offer their premises and the assistance of their workers. Employment Committees, Labour Exchanges, and Distress Committees may also be able to give valuable assistance. Full educational responsibility should, however, be undertaken by the Local Education Authority. The first step, therefore, for Local Representative Committees to take is to approach the Local Education Authority and to consult with them as to the best arrangements for educating the girls concerned.

The Board of Education have informed Local Education Authorities that they will be prepared to facilitate the formation of classes of the above character by a wide discretion in the exercise of the powers entrusted to them, and that they will gladly instruct their inspectors, including those who have expert knowledge of different trades and industries, to give any assistance in their power. They have also suggested that, in the present emergency, fees for such classes could be remitted.

5. *Meals.*

In some cases it may be desirable to arrange that the Local Education Authority should supply the meals. Where the children are not on the register of a Public Elementary School it may be necessary to meet the cost by a grant from the Local Relief Committee to the Education Authority. An arrangement of this kind has been suggested by the Board of Education in a circular (No. 856) issued to Local Education Authorities.

6. *Maintenance Allowances.*

Where wage-earning girls who were formerly supporting themselves, or partly supporting the families to which they belong, but are unemployed through the war, are receiving instruction under such arrangements as those indicated above, a maintenance allowance can be given from any fund available for the relief of distress. This allowance should be normally 4*s.* per week with meals, but the amount might in special cases be varied according to the financial circumstances of the girl's family.

APPENDIX II.

SPECIMEN MENUS OF 3*d.* DINNERS.

1. Boiled fish, parsley sauce, potatoes. Baked syrup roly poly.
2. Roast mutton, greens, potatoes. Stewed apples, custard.
3. Boiled silversides, carrots, potatoes. Sago pudding.
4. Haricot bean soup, cold beef, beetroot, and baked potatoes.
5. Stewed rabbit and pork, potatoes. Apple Charlotte.
6. Roast beef, potatoes. Banana custard.
7. Irish stew. College pudding.
8. Baked sausages, onions, and potatoes. Boiled apple pudding.
9. Pea soup, cold brisket of beef, beetroot, potatoes.
10. Baked fish and forcemeat balls. Suet pudding and syrup.
11. Soup, dumpling, and vegetables.
12. Stewed beef, carrots, and potatoes. Treacle tart.
13. Beef (roast), sprouts, and potatoes. Jam roly.
14. Soup—vegetable, potatoes. Bread and cheese.
15. Boiled mutton, savoury haricots, potatoes.
16. Boiled mutton, potatoes, greens, parsley sauce. Fruit tart.
17. Pea soup. Boiled currant roll.
18. Roast mutton, cabbage, potatoes. Rice pudding, stewed apples.
19. Boiled fish, potatoes, parsley sauce. Baked bread pudding.
20. Hot-pot, greens, and potatoes. Boiled ginger pudding.

APPENDIX III.

TABLES.

1. Experimental Workrooms and Training Centres directly administered by the Central Committee.

Experimental Workrooms.

Up to the present two grants of 5,000*l.* each have been made for experimental workroom schemes in London, and a grant of 3,000*l.* for experimental schemes in the provinces. Details of the expenditure up to January 23rd 1915 and of the number of women employed during the week ending 23rd January 1915 are appended. The Park Street workroom is a centre used for storing materials, cutting out the articles to be made up in the other workrooms, and training women for positions as forewomen in the workrooms. The Ladbroke Grove centre was used only for the purpose of training a few women as forewomen for cradle-making workrooms.

Workroom.	No. of Workers employed during Week ending 23rd Jan. 1915.	Expenditure.								
		Wages.			Cost of Materials.			Other Payments.			Total Outlay.		
		£	*s.*	*d.*	£	*s.*	*d.*	£	*s.*	*d.*	£	*s.*	*d.*
Ladbroke Grove (closed) - -	—	7	14	8	—			0	11	4	8	6	0
Livesey Institute, Camberwell -	99	446	5	7	78	11	11	2	0	7	526	18	1
Raines School, Stepney - - -	103	1,144	0	2	143	12	10	22	3	7	1,309	16	7
St. Andrew's Institute, Bethnal Green	99	655	17	7	40	13	0	12	1	11	708	12	6
St. Simon's Institute, Bethnal Green	58	486	15	11	93	16	10	3	2	4	583	15	1
Eton Hall, Hackney - -	76	535	13	6	86	18	5	0	16	2	623	8	1
Baptist School, Shoreditch - -	60	303	9	0	43	10	11	5	3	11	352	3	10
The Baths, St. Pancras - - -	168	940	0	2	115	0	3	4	11	8	1,059	12	1
Kingsway Hall - - - - -	82	26	14	10	8	2	6	1	9	7	36	6	11
Workers' Institute, Cradley Heath -	57	39	4	6	4	10	2	4	10	4	48	5	0
	802	4,585	15	11	614	16	10	56	11	5	5,257	4	2
Depôt at 12, Park Street - -	49	511	9	4	—			31	9	3	542	18	7
Total - - -	851	5,097	5	3	614	16	10	88	0	8	5,800	2	9

Domestic Economy Experimental Schemes.

Two grants of 1,000*l.* each have been made to defray the cost of the schemes. The details of the expenditure up to the 23rd January 1915, and of the number of persons under training during the week ending 23rd January 1915 are appended. A room at 138, Piccadilly, was used for a few weeks for training women for positions as teachers of making-over and mending.

Training Centre.	No. of Women under Training during Week ending 23rd Jan. 1915.	Expenditure.								
		Wages.*			Cost of Materials.			Other Payments.			Total Outlay.		
		£	*s.*	*d.*	£	*s.*	*d.*	£	*s.*	*d.*	£	*s.*	*d.*
138, Piccadilly (closed) - - -	—	24	10	3	0	12	7	0	16	1	25	18	11
Raines School, Stepney - - -	20	153	8	8	0	11	6	9	2	0	163	5	2
St. Simon's Institute, Bethnal Green (closed).	—	132	1	5	0	15	3	0	9	6	133	9	2
St. Andrew's Hall, Bethnal Green -	42	121	6	11	0	9	1	1	13	8	123	9	8
High School, Canonbury - -	57	298	1	0	1	8	8	10	12	7	310	2	3
St. Saviour's Priory, Shoreditch	7	30	9	1	—			2	8	2	32	17	3
The Baths, St. Pancras - - -	35	161	19	4	2	16	8	1	8	0	166	4	0
Lyndhurst Hall, St. Pancras - -	11	54	13	4	0	4	3	5	6	11	60	4	6
8, Grosvenor Place - - -	14	51	16	1	4	4	4	4	4	10	60	5	3
Miscellaneous Petty Expenses -	—	—			—			6	19	10	6	19	10
	—	1,028	9	1	11	5	4	43	1	7	1,082	16	0

* Including supervision.

Home Helps Training Scheme.

Two grants of 100*l.* each have been made to defray the cost of training women as home helps. The only scheme at present in operation is one under which about 17 women are being trained at the Plaistow District Nurses' Home. Details of the expenditure up to 23rd January are as follows:—

Wages.	Other Payments.	Total.
£ s. d.	£ s. d.	£ s. d.
104 16 7*	4 8 1	109 4 8

Clerical Workers Training Scheme.

Details of expenditure up to 23rd January are as follows:—

No. of Workers.	Wages.	Other Payments.	Total Outlay.
	£ s. d.	£ s. d.	£ s. d.
55	197 13 2	4 10 0	202 3 2

2. Workrooms and Training Centres Administered by Local Representative Committees.

Details of expenditure of these workrooms and centres up to 23rd January and of the numbers of women employed are appended. Grants for 5 further schemes had been made before that date, but details of expenditure had not been received. In addition 5 schemes had been approved, but had received no grants, owing to the existence of local funds.

Area.	Average No. of Workers, Week ending 23rd Jan. 1915.	Expenditure.			
		Wages.*	Cost of Materials.	Rent, Lighting, Heating, and other Payments.†	Total.
		£ s. d.	£ s. d.	£ s. d.	£ s. d.
London:					
City of London (2 schemes)	98	199 7 3½	10 8 5	30 5 0	240 0 8½
Metropolitan Boroughs:					
Battersea (2 schemes)	192	804 6 4	99 16 0	9 19 4	914 1 8
Bermondsey	28	196 12 8½	8 2 11¾	3 14 11	208 10 7¼
Chelsea	35	93 0 1	27 19 3½	2 3 4	123 2 8½
Deptford	86	510 14 10	65 16 2	22 15 8½	599 6 8½
Finsbury	58	319 2 11½	25 18 9½	41 11 11	386 13 8
Fulham	84	412 9 4	38 10 8	13 1 0	464 1 0
Greenwich	42	285 10 1	15 8 0	0 14 8	301 12 9
Hammersmith	84	377 10 4½	70 16 7½	2 1 7	450 8 7
Holborn	36	191 16 6	14 19 4	12 12 0	219 7 10
Islington	161	1,135 0 11	90 19 3	44 6 11	1,270 7 1
Kensington	30	131 0 4	13 3 6	4 4 4½	148 8 2½
Lambeth	89	409 10 5	33 3 3	11 13 1	454 6 9
Marylebone	34	101 14 10	25 12 0	3 0 3	130 7 1
Paddington	100	458 3 3	56 19 2½	25 8 3½	540 10 8¾
Poplar	108	632 9 10	65 7 9	105 17 4½	803 14 11½
Southwark	81	471 15 4	73 15 2	16 3 9	561 14 3
Wandsworth	98	279 8 3	46 3 3	11 17 7	337 9 1
Westminster	46	166 1 8	4 0 0	—	170 1 8
Woolwich	64	259 19 10	29 7 0	5 0 0	294 6 10
Greater London:					
Barking	86	224 18 11	29 16 10	2 15 4	257 11 1
Edmonton	67	316 5 9	44 3 6¾	7 8 0	367 17 3¾
Ilford	17	89 12 8½	20 3 3	2 10 0	112 5 11½
Leyton (2 schemes)	47	453 9 9	49 17 9	17 12 4	520 19 10
Tottenham	64	291 0 0½	57 5 6	0 18 3	349 3 9½
Walthamstow	51	301 2 2	59 3 11	5 12 9	365 18 10
West Ham (2 schemes)	94	488 17 10	51 4 4	6 2 8	546 4 10
Willesden	138	609 11 10	123 15 7¾	49 9 3	782 16 8¾
Wood Green	30	80 19 9	16 7 9	2 11 0	99 18 6

* Including supervision.

† In some cases the figures given in this column include the cost, or some part of the cost, of meals supplied to the workers.

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Area.	Average No. of Workers, Week ending 23rd Jan. 1915.*	Expenditure.											
		Wages,†			Cost of Materials.			Rent, Lighting, Heating, and other Payments.§			Total.		
		£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.
Lancashire:													
Ashton-under-Lyne	50	162	11	2	12	11	6½	6	14	9½	181	17	6
Accrington	55	66	19	9	8	11	7	2	0	0	77	11	4
Bacup	52	262	13	9½	28	15	6	4	8	3½	295	17	7
Blackburn	164	441	4	9	30	6	3	11	3	8	482	14	8
Bolton	29	168	11	3	57	4	5	7	7	5	233	3	1
Burnley (3 schemes)	393	1,433	11	9½	262	17	9	23	4	9	1,719	14	3½
Darwen	28	44	18	0	18	16	8	1	17	9	65	12	5
Eccles	16	48	4	10	9	0	9		—		57	5	7
Manchester (2 schemes)	96	332	3	5	61	5	0	5	11	8	399	0	1
Middleton	37	241	15	5	13	5	7	1	17	0	256	18	0
Preston	25	11	11	11	9	0	9		—		20	12	8
Padiham	40	78	6	2	21	4	4	1	17	10	101	8	4
Rawtenstall	41	80	0	3	10	0	3	10	7	6	100	8	0
Other Provincial Areas:													
Birmingham	65	375	13	3	47	9	6	13	9	5	436	12	2
Brighton	54	143	3	10½	36	1	10½	4	1	3½	183	7	0½
Cardiff	50	102	2	3	17	2	7	24	4	1½	143	8	11½
Chipping Wycombe	—‡	1	2	6	1	19	11	1	5	8	4	8	1
Gateshead	38	71	1	3	36	6	5½	4	19	0	112	6	8½
Cheltenham	19	22	1	6	5	16	8	0	2	6	28	0	8
Nottingham	127	355	13	7	75	15	11½	20	0	6½	451	10	1
Reading	48	98	14	8½	25	2	2	2	0	0	125	16	10½
Stourport	53	7	11	9	2	0	0		—		9	11	9
Tynemouth	43	119	15	6	43	2	8	8	18	5	171	16	7
Worcester	38	75	3	6½	29	3	10¼	8	9	0	112	16	4¾
Total	3,709	15,036	10	1½	2,131	7	2½	625	11	3¼	17,793	8	7¼
HOME HELPS SCHEMES.													
St. Pancras	24	96	15	8½	1	19	9¾	7	2	9	105	18	3¼
JUVENILE TRAINING SCHEMES.													
Deptford	35	79	12	2	17	4	3	29	14	1½	126	10	6½
St. Pancras	41	30	10	9	3	1	11	6	9	4	40	2	0
Burnley	42	8	16	7		—			—		8	16	7
Total	118	118	19	6	20	6	2	36	3	5½	175	9	1½
GRAND TOTAL	3,851	15,252	5	4	2,153	13	2¼	668	17	5¾	18,074	16	0

* The small numbers in some places are accounted for by the fact that in the first few weeks a workroom usually does not reach its full complement of workers.

† Including supervision.

‡ Preparations were made to open a workroom, but owing to a change of circumstances it was not necessary to complete them. Initial expenses had, however, already been incurred.

§ In some cases the figures given in this column include the cost, or some part of the cost, of meals supplied to the workers.

3. MISCELLANEOUS.

Radlett Fruit-growing Scheme.

A grant of 600*l.* was made for this scheme. Twenty-eight girls were employed on 23rd January 1915. Details of the expenditure up to that date are as follows :—

Wages.			Other Payments.			Total.		
£	s.	d.	£	s.	d.	£	s.	d.
228	12	2	4	7	5	232	19	7

Studley College (Fruit Pulping and Vegetable Drying).

A grant of 1,200*l.* was made for this scheme. 17 girls were employed on 23rd January 1915, and 82*l.* 13*s.* 8*d.* was disbursed for wages up to 31st December 1914. Accounts after that date are not yet available.

4. Table of Occupations.

Percentages of Occupations represented by Women employed in Workrooms during December 1914 and January 1915.

Class of Occupation.	Central Committee's Experimental Workrooms.		Workrooms administered by Local Representative Committees.	
	December.	January.	December.	January.
1. Tailoring	9	7·8	3·9	4·2
2. Dressmaking	18	17·3	21·7	22·8
3. Boot and shoe	2·5	2·1	·7	·2
4. Others in dress	13	14·7	9·01	8·2
5. Shop assistants	·8	·92	1·8	1·4
6. Clerks and others in commerce	1·25	1·1	1·6	1·3
7. Typists	·48	·25	·82	·3
8. Laundries	2·3	1·9	2·02	1·9
9. Waitresses	1·1	1·05	1·57	1·06
10. Domestics in hotels, lodgings, and restaurants	1	·62	2·1	1·7
11. Charwomen	16·6	17·1	7·6	7·6
12. Other domestics	4·7	3·04	6·5	5·6
13. Others in board lodging and dealing in spirituous drinks.	·47	·5	·58	·49
14. Bread, biscuit, and cake	—	—	·4	·4
15. Jam, preserve, and sweets	1·25	·92	12·5	1·1
16. Others in food	1	1·24	1·26	1·1
17. Paper and stationery	1·25	1·24	·35	1·19
18. Printing and bookbinding	·625	1·4	1·5	1·7
19. Furniture	·48	2·1	1·2	·8
20. Cotton	—	—	15·2	19·1
21. Wool	—	—	—	·1
22. Other textiles	—	1·05	·15	·4
23. Tobacco	·48	·124	·23	·13
24. Chemicals, oil, and grease	·625	·62	·38	·4
25. Fur and skins	·31	·37	·31	·3
26. Hair and feathers	11·6	1·24	·35	·3
27. Leather	—	·25	—	1·4
28. Instruments, games, and apparatus	·31	·25	·23	·07
29. Precious metals and jewellery	·625	·5	·38	·2
30. Other metals	·8	·25	·6	·4
31. Electric apparatus	—	—	·38	·2
32. Wood and bark	·16	·92	·75	·26
33. Pottery, &c.	—	—	—	·3
34. Agriculture	—	—	·46	·13
35. Other occupations	19	17·9	13·1	9·3

5. Table showing the Number of Workers passing through the Relief Workrooms to 23rd January 1915.

N.B.—These figures must be regarded as approximate only, in view of the returns in many cases being incomplete.

	No. in Workrooms on 23rd Jan. 1915.	No. passed through.	Total No. admitted.
Experimental workrooms	889	678	1,567
Training schemes	168	26	194
Mayoral workrooms (London)	1,654	1,325	2,979
„ „ (Greater London)	594	607	1,201
„ „ (Provinces)	1,603	1,419	3,022
	4,908	4,055	8,963